



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26,2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.***

Title <b>Database Analyst 2 [Unclassified]</b>			Salary <b>P27 \$71,858.95 - \$102,317.02</b>
Posting Number <b>E288-20</b>	Position Number <b>TBD</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/23/2020</b> To: <b>10/07/2020</b>
Location: <b>Public Health Environmental Laboratory 3 Schwarzkopf Drive, Ewing, NJ 08628</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
GENERAL DESCRIPTION			
<p><b>Codes, tests, and implements specialized routines for loading, accessing, updating and retrieving data from various types of information systems (LIMS) used by the agency, office or related units, current and in future. This will include software such as Harvest, Element, Perkin Elmer and any future software.</b></p> <p><b>Consults with staff and provides advice to systems and programming in the design, development, testing, and implementation of information systems using database technology. This includes participating in meetings related to identifying inefficient production processes and programs and assists in increasing their efficiency using streaming techniques and in-house productivity aids. This also includes any meetings related to procuring, upgrading and implementing PHEL LIMS systems.</b></p> <p><b>Designs, programs, tests, and implements data integrity and control procedures for maximum efficiency and updates same as necessary. Supports Interface and Test Validation as necessary.</b></p> <p><b>Conducts analyses of processing requirements, database performance and problem incidents, and provides resolution; reports to higher levels of database administration staff for resolution of more complex problems. This could be related to both local and cloud based environments.</b></p> <p><b>Prepares clear, accurate, and concise technical reports containing findings, conclusions, and recommendations as required by management for current and future LIMS applications. These reports could be compiled from specialized software such as Business Objects Crystal Reports, Microsoft Power Bi or custom internal programs.</b></p> <p><b>Provides technical assistance or respond to inquiries to various levels of internal and external staff pertaining to the labs systems. Maintains records and files along with notes and diagrams of current systems.</b></p> <p><b>Installs, configures and sets up LIMS printers and workstations; installs software programs or any additional hardware related items along with identifying any issues related to such.</b></p> <p><b>Use of Microsoft Office tools including Outlook, Access, Excel, Word, Teams, Power Shell; for normal daily routines and workflow.</b></p> <p><b>Other duties as the laboratory administration sees fit during unusual or emergency laboratory operations such as COVID-19 outbreak</b></p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			

**EDUCATION:** Graduation from an accredited college or university with an Associate's degree in Computer Science.

**EXPERIENCE:** Three (3) years of systems analysis, applications programming, design, systems programming and/or database administration experience in the data processing field of which one (1) year shall have been in database design, analysis, and or implementation.

**NOTE:** A general Bachelor's degree can be substituted for one (1) year of experience in systems analysis, application programming, design, systems programming, and/or database administration.

**NOTE:** A specific Bachelor's degree in Computer Science can be substituted for two (2) years of experience in systems analysis, application programming, design, systems programming, and/or database administration.

**NOTE:** A Master's degree in Computer Science may be substituted for three (3) years of experience in systems analysis, application programming, design, systems programming, and/or database administration.

**Special Note Substituting Experience for Education:** Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** Formal training in data processing received at an accredited institution may be submitted with your application for an evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours and content, to college courses to which they equate. In-house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTLABS@doh.nj.gov**
- Mail the required documents to:  
**Chova Joyner, Secretarial Assistant 3, NS  
Public Health and Environmental Laboratories  
Reference Posting #E288-20  
New Jersey Department of Health  
PO Box 361  
Trenton, NJ 08625-0361**

#### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*