



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 Executive Assistant 3 [Unclassified]			Salary Y29 \$78,796.60 - \$112,372.72
Posting Number E290-20	Position Number TBD	Number of Positions 1	Posting Period * From: 09/24/2020 To: 12/24/2020
Location: Division of Epidemiology, Environmental & Occupational Health Office of Assistant Commissioner 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of a Director or Supervisory Official; this position will act as the Division COVID Admin Lead and provide administrative supervision and oversight for ELC CARES, including directing programs for establishment of positions and onboarding; provides HR and logistics for staffing under this CoAg; oversees monitoring and reporting of regular and overtime; develops and implements administrative procedures for ELC CARES in compliance with organizational policies; works with Grant Contract Administrator for staff time/activity and allowable costs; oversee procurement assistance provided to component managers. Assists in the development, review, interpretation, and control of objectives, policies, and procedures. Assists the EA4 or higher-level supervisor in planning, organizing, and directing programs. Confers with management personnel on their budgetary needs and allowances relative to the CoAg; evaluates budget requests, including overall operations, in terms of effective use of resources and special problems of organization and administration; confers with the budget/fiscal personnel in determining final budget application.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

LICENSE: Appointee 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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**Steven Bors, Executive Assistant 4
Epid., Environmental and Occupational Health
Reference Posting #E290-20
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369**

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.

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- *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.*