



# 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>Health Data Specialist 2 [Unclassified]</b>			Salary <b>P25 \$65,565.90 - \$93,195.36</b>
Posting Number <b>E309-20</b>	Position Number <b>TBD</b>	Number of Positions <b>12</b>	Posting Period * From: <b>12/23/2020</b> To: <b>03/30/2021</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

### GENERAL DESCRIPTION

Under direction of the Communicable Disease Service, organizes and directs assigned health COVID-19 data analysis activities of a complex and technical nature; may function as a lead worker, providing guidance to staff of lower levels and taking the lead in health research-related matters. Independently designs health data projects that are components of a broader research effort and assists other program staff to develop, conduct, and evaluate data system studies; revises and updates existing systems to monitor the impact of COVID-19. Leverages large complex datasets from public health sources including Communicable Disease Reporting and Surveillance System (CDRSS), New Jersey Syndromic Surveillance System (EpiCenter), NJ Electronic Death Registry System (EDRS) and NJ Hospital Discharge Data Collection System (NJDDCS) to effectively answer questions about COVID-19-related morbidity and mortality. Develops new methods to organize health data and collection, as well as appropriate criteria and measures to analyze and interpret such data in support of efforts to prevent and respond to COVID-19 and other infectious diseases. Gather, organize, maintain and analyze data such as hospital encounters, deaths, emergency medical services, prescription and survey data. Use data manipulation techniques to link diverse datasets, validate, clean, and transform data in SAS or R using statistical methodologies. Conduct and review data visualization projects for accuracy, consistency, and clarity. Work collaboratively with stakeholders across agencies on joint initiatives.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twelve (12) semester hour credits in Epidemiology, Public Health, Health Informatics, Health Information Management, Economics, Statistics, Quantitative Analysis, Operations Research, and/or Market Research.

**EXPERIENCE:** Three (3) years of comprehensive technical research and statistical analysis experience in epidemiology, public health, economics, public health administration, or related field which involves the use, operation, and/or management of database systems.

**NOTE:** Applicants who do not possess the Bachelor's degree but who do possess the required twelve (12) semester hour credits may substitute the remaining education with experience as indicted above on a year-for-year basis.

**NOTE:** A Master's degree in one of the disciplines indicated above may be substituted for one (1) year of the required experience.

**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:  
***PSTEEOH@doh.nj.gov***
- Mail the required documents to:  
**Steven Bors, Executive Assistant 4  
Epid., Environmental and Occupational Health**

**Required documents:**

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

- *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.*