



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 Grants Manager [Unclassified]			Salary M28 \$59,132.03 - \$82,794.35
Posting Number E314-20	Position Number TBD	Number of Positions 1	Posting Period * From: 10/2/2020 To: 01/02/2021
Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Under direction of the Communicable Disease Service, responsible for COVID-19 and other federal and state grants and the development of methods and means to secure new funds for proposed programs. Responsible for coordinating specific project applications for COVID-19 and other communicable disease grant resources; provides technical assistance for grant applications and establishes administrative and evaluation programs. Reviews plans for the administration of grant funded programs and advises subject matter experts and program management staff of the acceptability and adequacy of the proposed plans. Reviews proposed budget requests for grant programs and facilitates the approval process through the department of the Treasury, Budget Office, Office of the Governor, and U.S. federal Agencies. Maintains an inventory of grant funded programs. Meets with program managers and subject matter experts to review current federal grant funding to ensure that the funds are utilized to their maximum capacity. Monitors and responsible for the execution of project budgets; provides recommendations in aspects of project organization and administration. Assures proper accounting procedures for project administration are in effect at the project and program level.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a bachelor's degree. EXPERIENCE: Four (4) years of experience in the coordination of grant funding in a public or private organization including basic experience in the operation and procedures normally associated with federally funded grants and demonstration projects.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTEEOH@doh.nj.gov</i> • Mail the required documents to: Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #E314-20 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 			
		<p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf 	
		<p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

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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.*