



# 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 December 30, 2025.**

Title <b>Administrative Analyst 3, Information Systems [Unclassified]</b>			Salary <b>P26 \$72,836.90 - \$103,620.41</b>
Posting Number <b>E32-23</b>	Position Number <b>953119, 943804, 92888</b>	Number of Positions <b>3</b>	Posting Period * From: <b>01/13/23</b> To: <b>04/07/23</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

New Jersey Department of Health, Communicable Disease Service is leading the COVID19 responses in New Jersey and provides daily COVID19 morbidity and mortality data to inform public, public health professionals and policy makers. This position to assist NJ Department of Health, Infectious and Zoonotic Disease Program within the Communicable Disease Service to enhance health information systems capacity and data modernization initiative. This position will leverage large complex datasets from public health sources including Communicable Disease Reporting and Surveillance System (CDRSS) to effectively answer questions about COVID19-related morbidity and mortality. This role will lead projects, report design discussions and prepare requirements for IT implementation of projects related to design enhancements for the Outbreak Module in CDRSS, enhancements for the Long-Term Care Facility NoviSurvey process, the addition of Contact Tracing elements from CommCare to CDRSS and assist with the CDS' portion of establishing a Master Patient Index function.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated 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:  
**David Sellinger, Regulatory Officer 1  
Epid., Environmental and Occupational Health  
Reference Posting #ELCX32-23  
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.*