



# 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 2 [Unclassified]</b>			Salary <b>P21 \$58,031.09 - \$82,157.57</b>
Posting Number <b>V31-23</b>	Position Number <b>953106</b>	Number of Positions <b>1</b>	Posting Period * From: <b>01/13/23</b> To: <b>04/07/23</b>
Location: <b>Division of Epidemiology, Environmental &amp; Occupational Health Vaccine Preventable Disease Program 135 East State Street, 1st Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under direction of a supervisory official this position is responsible for evaluating the quality of the data being sent through electronic data exchange to ensure immunization records are accurate and complete. Performs comprehensive quality review of New Jersey Immunization Information System (NJIS) interface submissions to ensure data quality (completeness, accuracy, and timeliness). Provides technical and program support to Immunization Information System (IIS) partners that are onboarding to unit directional and bi-directional web-based immunization information exchange. Analyzes application issues and troubleshoots problems. Assists in the development of the COVID-19 provider enrollment module within NJIS. Promotes and supports efforts to implement interfaces with NJIS using HL7 bi-directional messaging to reduce barriers in collecting COVID-19 vaccine administration data, as directed. Plans, conducts, and develops analytical studies of existing operations/routines to determine feasibility for data processing and makes recommendations. Provides system support to users. Ensures data collection via interface is in accordance with HL7 specifications.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Two (2) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

**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, Economics, Finance, or Accounting may be substituted for one (1) year of 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 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 #V  
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.*