



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 Supervising Public Health Representative [Unclassified]			Salary \$27 \$76,257.29 - \$108,579.62
Posting Number V427-23	Position Number 957413	Number of Positions 1	Posting Period * From: 05/25/2023 To: 06/08/2023
Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service, Vaccine Preventable Disease Program 135 E. State Street, 1st Floor, Trenton, NJ 08625		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Under the direction of the Vaccine Preventable Disease Program (VPDP) Manager or Medical Director, this position is responsible for the COVID-19 vaccination response team's daily operations and the supervision of approximately 2,000 medical practices enrolled throughout the State. Monitors the development and implementation of health and vaccination services; maintains ongoing surveillance and adjustments as needed. Coordinates and supervises the field and office work of a specific statewide or regional public health program. Oversees the review, analysis, and reporting of the impact of such health and vaccine services on the actual and anticipated federal funding and legislation, and/or activities planned or proposed by public and private facilities and agencies; coordinates and/or monitors administrative process designs to be followed in the development of these reports. This position supervises COVID-19 field staff visiting local health departments, physicians, and others to provide epidemiological and consultative services and obtain cooperation in reporting communicable disease and related essential data. Supervises work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the firing, hiring, promoting, demoting, and/or disciplining of employees. Addresses civic, service, social, educational, and other groups interested in department programs and services.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Four (4) years of experience in a health or social service related program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services, two (2) years of which shall have been in a supervisory capacity.</p> <p>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.</p> <p>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.</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: PSTEEOH@doh.nj.gov Mail the required documents to: David Sellinger, Regulatory Officer 2 Epid., Environmental and Occupational Health Reference Posting #V 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.*
 - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.*