



# 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>Public Health Representative 2 [Unclassified]</b>			Salary <b>P21 \$56,893.23 - \$80,546.58</b>
Posting Number <b>V56-22</b>	Position Number <b>946421</b>	Number of Positions <b>1</b>	Posting Period * From: <b>01/11/2022</b> To: <b>03/31/2022</b>
Location: <b>Division of Epidemiology, Environmental &amp; Occupational Health Vaccine Pandemic Response 135 East State Street Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

This position is within the Vaccines for Children Program which is a federally funded program tasked with distributing over 1.6 million doses of vaccine through 900 participating providers to at risk individuals such as the uninsured or those covered through Medicaid. This position will be responsible for providing customer service to providers conducting COVID vaccination activities. This position will directly support COVID-19 response activities by facilitating vaccine ordering, distribution and inventory management. This position will staff the COVID-19 vaccination help desk and assist providers with troubleshooting. This position will perform complex technical duties involving the review, testing, processing, data correction and transmission of vaccine orders, inventory and shipping data within the CDC federal vaccine tracking system. This position will have the responsibility of compiling data on COVID-19 provider enrollment, ordering, and doses administered to make appropriate determinations on provider ordering allocations. This position will also provide guidance to lower level agency service representatives. Coordinates specialized program activities to support COVID-19 vaccine providers in conjunction with other authorities. Conducts selective COVID 19 public health surveys; compiles and evaluates data. Confers with health care and other personnel regarding COVID-19 prevention and control, and reporting of required COVID-19 data to DOH leadership and CDC. Plan and develop instructional or educational programs for COVID-19 vaccination distribution efforts.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Two (2) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

**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.

## 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  
Reference Posting #V56-22  
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.

- 
- *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.*