



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Administrative Analyst 2 [Classified Competitive]</b>			Salary <b>P21 \$60,062.18 - \$85,033.04</b>
Posting Number <b>202-24</b>	Position Number <b>935541</b>	Number of Positions <b>1</b>	Posting Period * From: <b>3/14/2024</b> To: <b>3/28/2024</b>
Location: <b>Community Health Services Community Health &amp; Wellness Unit 55 N. Willow St, 5th Fl. Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>With oversight and direction from the Research Scientist 1, the selected candidate will work within the Preventive Health and Health Services Block Grant (PHHSBG) program, taking the lead on quality assurance activities for sub-grantees.</p> <p>This candidate performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the PHHSBG; Conducts on-site evaluations or audits to monitor compliance with federal, State or local regulations; prepares related reports containing findings, conclusions and recommendations; Participates in the planning, coordinating, implementing and upgrading of existing programs in assigned area. Develops and reviews grant applications and writes proposals; negotiates and monitors contracts or grants; Participates in the implementation of department/agency initiatives. Develop and monitor program evaluation strategies.</p> <p>This position will carry out specialized research related to the programs funded under PHHSBG and work with Evaluation staff to develop cross-cutting measures to assess the effectiveness of the grant and its programs. Additionally, this position will prepare and/or participate in the preparation of sound, accurate reports relating to research, grant, and other activities containing findings, conclusions, or recommendations.</p> <p>Activities include developing and administering trainings for programs related to reporting requirements. This candidate will also assist the PHHSBG Coordinator with the coordination of planning meetings for the Preventive Health Advisory Committee (PHAC). Duties may include meeting documentation, preparing meeting materials, etc.</p> <p>Note: This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>NOTE:</b> Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Six (6) years of professional 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.</p> <p>OR</p>			



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

## 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:  
**PSTCHD@doh.nj.gov**

- Mail the required documents to:  
**Tiara Green, Administrative Assistant 1**  
**Community Health Division**  
**Reference Posting #202-24**  
**New Jersey Department of Health**  
**PO Box 355**  
**Trenton, NJ 08625-0355**

## 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.*



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(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](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**