



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:***

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| Title<br><b>Public Health Rep 2 (CD)<br/>[Classified Competitive]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                  |                                 | Salary<br><b>P21 \$60,062.18 - \$85,033.04</b>                         |
| Posting Number<br><b>222-24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Position Number<br><b>046510</b> | Number of Positions<br><b>1</b> | Posting Period *<br>From: <b>3/27/2024</b> To: <b>4/10/2024</b>        |
| Location:<br><b>DOH-HIV, STD &amp; TB SERVICES<br/>55 N. WILLOW STREET<br/>TRENTON NJ 08625</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                  |                                 | Scope of Eligibility/Open to:<br><b>Department of Health Employees</b> |
| <b>GENERAL DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                  |                                 |                                                                        |
| <p>Responsible for identifying and reporting Adult and Pediatric HIV/AIDS cases, including completeness and follow-up of under reporting of HIV/AIDS cases. Ensure investigations of laboratory results, HIV viral load and CD4 counts are conducted and coordinated with current HIV/AIDS reporting. Perform daily assigned surveillance activities according to existing surveillance protocol. Assist in the evaluation of HIV/AIDS morbidity and mortality reporting. Complete thorough epidemiological field investigations of selected high priority HIV/AIDS cases reported with no identified risk (NIR), race, gender and other required data as required from CDC. Under the direction of Supervising Public Health Representative, will assist with quality assurance and control measures. Assist in problem intervention concerning surveillance activities. Review error reports, collects data and follow up. Compiles, prepares, and submits detail reports containing findings and conclusions as well as recommendations as needed. Conduct field visits as an Educational Liaison who will provide consultation and technical assistance that will insure proper interpretation and application of New Jersey laws, rules and regulations as well as CDC recommendations. Establishes rapport with Health Care Providers, Laboratories and Out-of State Jurisdictions. Confers with physicians and interstate government officials and their representatives to collect data for completion of reporting and preparing reports.</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 in a communicable disease related health or social service program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p><b>OR</b></p> <p>Possession of a master's degree in Biological Science, Public Health, Public Health Nursing, Social Services, or other related subjects; and one (1) year of the above-mentioned professional experience.</p> <p><b>NOTE:</b> "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.</p>                                                                                                                                                                                                                                                                                                  |                                  |                                 |                                                                        |



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## 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:

***PSTHIVAIDS@doh.nj.gov***

- Mail the required documents to:

**Patricia Laird, Administrative Assistant 1**

**HIV, STD and TB Services**

**Reference Posting #**

**New Jersey Department of Health**

**PO Box 363**

**Trenton, NJ 08625-0363**

### 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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## 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.**