



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title Administrative Analyst 3 [Classified Competitive]			Salary P26 \$75,386.19 - \$107,247.18
Posting Number 256-24	Position Number 096221	Number of Positions 1	Posting Period * From: 4/11/2024 To: 4/25/2024
Location: Public Health Environmental Laboratory - 3 Schwarzkopf Dr, Ewing, NJ			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

- Implements specialized routines for loading, accessing, updating, and retrieving data from various types of information systems (LIMS) used by the agency, office, or related units, current and in future. This will include software such as Orchard OEL or Perkin Elmer software for public health.
- Consults with staff and provides advice to systems and programming in the design, development, testing, and implementation of information systems using database technology. This includes participating in meetings related to identifying inefficient production processes and programs and assists in increasing their efficiency using streaming techniques and in-house productivity aids. This also includes any meetings related to procuring, upgrading, and implementing PHEL LIMS systems.
- Implements data integrity and control procedures for maximum efficiency and updates same as necessary. Supports Interface and Test Validation as necessary.
- Conducts analyses of processing requirements, database performance and problem incidents, and provides resolution, reports to higher levels of database administration staff for resolution of more complex problems. This could be related to both local and cloud-based environments.
- Prepares clear, accurate, and concise technical reports containing findings, conclusions, and recommendations as required by management for current and future LIMS applications. These reports could be compiled from specialized software such as Data Browsers, SQL queries, data visualization tools or custom internal programs.
- Provides technical assistance or respond to inquiries to various levels of internal and external staff pertaining to the labs systems. Maintains records and files along with notes and diagrams of current systems.
- Installs, configures, and sets up LIMS printers and workstations; installs software programs or any additional hardware related items along with identifying any issues related to such.
- Use of Microsoft Office tools including Outlook, Access, Excel, Word, Teams, Power Shell; for normal daily routines and workflow.
- Other duties as the laboratory administration sees fit during unusual or emergency laboratory operations such as COVID-19 outbreak.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)



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NOTE: 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.

Seven (7) 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 the recommendation, planning, and/or implementation of improvements in a business or government agency.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and two (2) years 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:

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 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:
PSTLABS@doh.nj.gov
- Mail the required documents to:
Chova Joyner, Executive Assistant 3
Public Health and Environmental Laboratories
Reference Posting #256-24
New Jersey Department of Health
PO Box 361
Trenton, NJ 08625-0361

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 , 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.