



# 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 <b>Health Systems Specialist 1 [Classified Competitive]</b>			Salary <b>R29 \$86,546.27- \$123,424.67</b>
Posting Number <b>262-24</b>	Position Number <b>multiple positions</b>	Number of Positions <b>multiple positions</b>	Posting Period * From: <b>4/16/2024</b> To: <b>4/30/2024</b>
Location: <b>Certificate of Need and Licensing 120 So. Stockton St., 3rd Floor Trenton, NJ 08625</b>		Scope of Eligibility/Open to: <b>All Departments/State Employees</b>	
GENERAL DESCRIPTION			
<p>Supervises, evaluates, and oversees performance of staff; participates in the research and preparation of new or revised administrative rules for certificate of need and health care facility licensure activities. Reviews, analyzes, and prepares recommendations on policy issues, statutory and regulatory requirements related to certificate of need and licensure applications. Maintains accurate documentation of all activities. Major responsibilities include the review and interpretation of current State and Federal legislation; participation in the review and revision of state regulations related to certificate of need and licensing applications as well as other rulemaking activities. Present certificate of need reviews and new/revised rules to advisory bodies; supervise the review and analysis of both certificate of need and licensing applications; provide timely and appropriate responses to inquiries from the public and their elected officials; and respond to written or oral inquiries regarding certificate of need and licensure regulatory policies.</p> <p>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>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p><b>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.</b></p> <p><b>Nine (9) years of professional experience in a government or private health organization in which primary job responsibilities included health care research, health systems design, health policy development, or health law.</b></p> <p><b>OR</b></p> <p><b>Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience.</b></p> <p><b>OR</b></p> <p><b>Possession of a J.D., LL.B., or Master's degree in Public Health, Public Administration, Hospital or Health Services Administration, Medical Care Administration, Social Work-Policy, Sociology, City/Urban/Regional Planning, Economics, Nursing, Nursing Administration, or related fields; and four (4) years of the above indicated professional experience.</b></p> <p><b>OR</b></p> <p><b>A Doctorate in any of the above fields; and three (3) years of the above indicated professional experience.</b></p>			



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**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 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:  
***PSTHFEL@doh.nj.gov***
- Mail the required documents to:  
**Christina Montagano, Administrative Assistant 1  
Health Facilities Evaluation and Licensing  
Reference Posting #262-24  
New Jersey Department of Health  
PO Box 358  
Trenton, NJ 08625-0358**

**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.**