



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 Analyst Trainee [Classified Non-Competitive]			Salary P95 \$48,056.98 - \$50,229.66
Posting Number 270-24	Position Number 097396	Number of Positions 1	Posting Period * From: 4/19/2024 To: 5/3/2024
Location: Public Health and Environmental Laboratoy 3 Schwarzkopf Drive, Ewing, NJ 08628		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>The New Jersey Public Health & Environmental Laboratories (PHEL) provides clinical and environmental testing services to support local, federal, and other state agencies who protect the public's health and the citizens of New Jersey.</p> <p>PHEL is seeking an Analyst Trainee to support the Division Director and the Medical Director with day-to-day operational support. In this role the trainee will receive on the job training in analytic practices/procedures and application, and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze various reports.</p> <p>The Analyst Trainee will learn to run and review reports in various applications, locate, interpret, convey, and apply applicable circulars, standards, regulations, policies and procedures. Assist with creating training sessions. Will learn to collect and assemble confidential data and information for reporting purposes. Will learn to prepare various correspondence to inquiries on behalf of the Directors.</p> <p>Ideal candidates will have articulate, clear, and concise written and verbal communication skills, the ability to read and quickly comprehend policies and procedures; high emotional intelligence with the ability to navigate sensitive situations; an ability to maintain focus in a high-paced boisterous environment while multi-tasking, and a strong proficiency with Microsoft Office.</p> <p>ADVANCEMENT Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Administrative Analyst 1.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>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.</p> <p>Four (4) years of professional experience relevant to the position.</p> <p>NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university.</p>			



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NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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:
PSTLABS@doh.nj.gov
- Mail the required documents to:
**Chova Joyner, Executive Assistant 3
Public Health and Environmental Laboratories
Reference Posting #270-24
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.