



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 Project Manager, Data Processing [Classified Competitive]			Salary \$30-\$90,643.87- \$129,354.76
Posting Number 282-24	Position Number 924968	Number of Positions 1	Posting Period * From: 4/25/2024 To: 5/9/2024
Location: Division of Management and Administration Office of Health Information Technology 55 North Willow Street 2nd Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The Project Manager, Data Processing position will be responsible for handling ongoing projects within the Office of Health Information Technology (HIT). The position will work closely with team members to ensure that all project requirements, deadlines, and schedules are on track.

The position will also be responsible for submitting project deliverables to ensure they adhere to quality standards, preparing status reports and establishing effective project communication plans as well as the proper execution of said plans. Will facilitate change requests to ensure all parties are informed of the impacts on schedule and budget. Will coordinate the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients.

Furthermore, this position will coordinate with external electronic partners Health Level Seven (HL7) and Fast Healthcare Interoperability Resources (FHIR) to implement in Department of Health projects including Communicable Disease Reporting and Surveillance System (CDRSS) and New Jersey Immunization Information System (NJIS) as well as coordinate with stake holders for prioritization of tasks and budgets.

The ideal candidate will have proven experience in project management and the ability to lead project teams of various sizes.

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.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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. Nine (9) years of professional experience in data processing systems design and analysis for a large public or private information processing facility, including at least three (3) years of experience with systems software in a multi-programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, including at least three (3) years of experience with systems software in a multi-programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.



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OR

Possession of a Master's degree from an accredited college or university in Data Processing or Computer Science; and four (4) years of the above-mentioned professional experience, including at least three (3) years of experience with systems software in a multi-programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

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:
PSTHIT@doh.nj.gov
- Mail the required documents to:
Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

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.