



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 Manager 1 Fiscal Resources [Classified Competitive]			Salary &32 \$99,463.05 - \$142,156.08
Posting Number 294-24	Position Number 096216	Number of Positions 1	Posting Period * From: 4/29/2024 To: 5/13/2024
Location: Public Health Infrastructure, Laboratories and Emergency Prepare Office of Local Public Health 55 N. Willow Street, Trenton, NJ 08625			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the Assistant Commissioner, supervise the subordinates within the PHILEP Division. Answer grant work-related questions from the Department's divisions, offices, and programs. Provide technical advice to peers and management to improve internal controls and oversight to help protect DOH from the waste, fraud, and abuse. Manage the required grants of the Department. Plan and organize grant work of the Grant section. Assign, supervise, and evaluate the work of subordinates. Directs personnel functions for unit. Consults with staff members for identification of staffing or operational needs. Applies accounting principles. Devises improvement or change plans for the operation of the unit. Manages three distinct Programs within the Office of Fiscal Administration (OFA) that include Finance, Specialty Funding, and Grant Administration. Fills the Fiscal Administrator role within SAGE overseeing hundreds of PHILEP sub-awards. Identifies problems in the administration or coordination of programs, activities, or projects. Settles (resolves) problems in the administration or coordination of programs, activities, or projects. Reviews recommendations. Examines documents for adherence to applicable laws and regulations. Consults with outside agencies or individuals about information necessary for job assignments. Authorizes payment of state expense and travel vouchers, purchase orders, and other transactions. Provides administrative support services for other units or departments. Reviews expenditures for compliance with budget policies.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses.

EXPERIENCE: Five (5) years experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. One (1) year of the required experience shall have been in a supervisory capacity.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
**Crystal Randall, Executive Assistant 3
Public Health Infrastructure Lab. & Emerg. Prepare**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>



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Reference Posting #
New Jersey Department of Health
PO Box 355
Trenton, NJ 08625-0355

** 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.