



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 Executive Assistant 4 [Classified Competitive]			Salary R32 \$99,463.05 - \$142,156.08
Posting Number 349-24	Position Number 943378	Number of Positions 1	Posting Period * From: 05/20/2024 To: 06/03/2024
Location: Division of Epidemiology, Environmental and Occupational Health Office of the Assistant Commissioner 135 E. State Street, 3rd Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Provide consultation and assistance to the Division of Epidemiology, Environmental & Occupational Health (EEOH) Service Directors to ensure effective and efficient day to day operations. Act as Division lead when the Assistant Commissioner is out of office and represent the Assistant Commissioner in various meetings. Assist in strategic planning for EEOH. Represent the Assistant Commissioner on designated committees. Coordinates and assists Divisional staff in drafting and revising rules and regulations. Responsible for all EEOH annual budget preparations and submissions. Responsible for internal control review reporting preparation. Director of all EEOH human resources operations, with indirect supervision of 3 Human Resources Liaisons. Division lead for all facilities management. Open Public Records Act custodian for EEOH. EEOH lead for emergency preparedness issues including COOP plans. Reviews correspondence and approves all designated documents for the Assistant Commissioner. (Travel, human resources documents, budget documents, bill comments, communications documents, etc.)

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 program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Management or other closely related; and four (4) 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:



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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 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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
David Sellinger, Regulatory Officer 2
Epid., Environmental and Occupational Health
Reference Posting #349-24
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369

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.