



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 Program Manager/Human Services [Classified Competitive]			Salary &32 \$99,463.05 - \$142,156.08
Posting Number 359-24	Position Number 947563	Number of Positions 1	Posting Period * From: 05/21/2024 To: 06/04/2024
Location: Family Health Services, MCH 55 N Willow Street, 4th Fl Trenton, NJ 08625-0364			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Executive Director, Maternal & Child Health (MCH) Services Unit, Division of Family Health Services, the Program Manager Human Services is responsible for research, design, management, implementation and evaluation of all programs and activities within the Maternal and Child Health Epidemiology Unit.</p> <p>Duties include but are not limited to the following: Serves as the Project Director of PRAMS, the Prenatal Risk Assessment and Monitoring Program. This includes directing and overseeing all operations and activities of PRAMS and related studies. Design and development of research protocols and data evaluation as requested for MCH programs, including Healthy Women Healthy Families. Prepares technical reports and needs assessments for programs as indicated, including the 5-year Needs Assessment for the Title V MCH Block Grant, which includes input from many data sources and stakeholders. Develops, reviews, and analyzes publications and other documents pertaining to current research developments in Maternal and Child Health and disseminates information to internal and external professional staff. Provides expertise and guidance with regard to data agreements and Institutional Review Board inquiries in accordance with DOH policies and procedures and in collaboration with the DOH Data Privacy Officer. Serves as the State Systems Development Initiative (SSDI) Director and completes applications and reports as required. SSDI develops, enhances, and expands state Title V MCH data capacity for its needs assessment and performance measure reporting in the Title V MCH Block grant. Directs and over sees operations and activities of the State's Fetal and Infant Mortality Review. Directs and oversees grant activities with Family Health Initiatives and/or other designated data vendors which work with the state. Oversees and directs the Maternal and Child Health web content in coordination with the Communications Division of the Department. Oversees and directs the Division OPRA requests.</p> <p>Recommends modifications and changes in methodology to redirect activities to attain program objectives. Plans and supervises the collection of data for the preparation of state and/or federal budget requests. Makes decisions concerning program expenditures in accord with budget allocations. Confers with program personnel to provide technical advice and to assist in solving problems. Manages the work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, and disciplining of employees.</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>Nine (9) years of professional experience in any of the following areas: program management and administration, program research and development, resource planning, and budgeting and staffing, two (2) years which shall have been in a supervisory capacity.</p>			



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OR

Possession of a Bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years which shall have been in a supervisory capacity.

OR

Possession of a Master's degree in Public Health, Public Administration, Business Administration, or a related health area; and four (4) years of the above mentioned professional experience, two (2) years 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 judgement 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:

PSTFHS@doh.nj.gov

- Mail the required documents to:

Juliet Taylor, Senior Management Assistant
Family Health Services
Reference Posting #
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364

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.