



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 Supervising Administrative Analyst [Classified Competitive]			Salary &32 \$99,463.05 - \$142,156.08
Posting Number 361-24	Position Number 044302	Number of Positions 1	Posting Period * From: 05/21/2024 To: 06/04/2024
Location: Epidemiology, Environmental and Occupational Health 135 E. State Street, Trenton, NJ 08608			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the direction of the Assistant Commissioner, within the Division of Epidemiology, Environmental and Occupational Health (EEOH), directs the development of and supervises staff in the Fiscal Unit of EEOH; Manages ELC COVID award portfolio consisting of over \$1.4 billion over 37 separate awards. Ensures all processes proscribed by the CDC Office of Grant Services are followed. Liaises with CDC OGS staff as necessary for effectuating these processes; Evaluates program spending patterns and trends, supervising ongoing fiscal analyses to identify efficient fiscal strategy for the purposes of maximizing availability of funds, ensuring all funds are properly allocated and assists programs to develop strategies for use of funds; Develops and implements processes and procedures to ensure that EEOH fiscal unit is acting with in compliance with funding, federal, state and legislative guidelines; Acts as primary EEOH and ELC COVID point of contact for the purposes of responding to any federal or state audit. Works collaboratively with the Department of Health Financial Services to ensure that any relevant documentation is provided in a timely manner; Reviews Fiscal Unit's staff performance and activities and implement solutions to improve administration and efficiency; Oversees cross-training of fiscal staff Division-wide to ensure breadth of knowledge and develops fiscal training materials including Standard Operating Procedures, instructional documents and videos, and other reference materials; Acts as lead liaison between EEOH Fiscal team and other fiscal or programmatic entities within the Department for the purposes of coordinating cross-divisional grants. Serves as liaison between EEOH Fiscal, CDC Office of Grant Services, interdepartmental groups, 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 the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency, two (2) years 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, two (2) years of which shall have been in a supervisory capacity.

OR

Possession of a master's degree in Public Administration, Economics, Finance, Accounting, or Business Administration; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.



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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: 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 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 #361-24
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.