



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:

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| Title Technical Assistant 1 [Classified Competitive] | | | Salary A14 \$44,021.26-\$61,744.33 |
| Posting Number 435-24 | Position Number 946413 | Number of Positions 1 | Posting Period * From: 07/08/2024 To: 08/08/2024 |
| Location: Public Health Environmental Laboratory - CLIA 3 Schwarzkopf Dr, Ewing, NJ | | Scope of Eligibility/Open to: All Departments/State Employees | |

GENERAL DESCRIPTION

Enters information, applications and updates for New Jersey clinical laboratories into the Centers of Medicare & Medicaid Services (CMS) Federal database in an accurate and timely manner.
Screens and verifies information on applications and written documentation before entry. Investigates problems or questionable entries and requests additional information before entering validated information into the CMS Federal database.
Provides clerical and administrative support for the CLIA Program staff.
Reviews survey report packages for completeness of required forms and accuracy before uploading to the CMS Federal database.

Prepares CLIA correspondence with necessary enclosures and mails, emails and/or faxes as necessary.
Files all CLIA correspondence within 5 days after receipt and moves CLIA facility folders into the correct CLIA file.
Checks and updates CLIA folder filing system to move older files to storage retention following retention timeline guidelines.
Provides documents in response to OPRA and/or FOIA requests for the PHEL Records Custodian.
Answers and handles the CLIA Main Phone Line.
Resolves complicated CLIA billing issues and initiates request to CMS for refunding of fees, as necessary, after supervisor's approval.

Investigates returned mail from CMS (certificates and bills) and forwards mail to correct address after resolution.
Investigates queries from Insurance, State and/or Federal agencies for possible fraud cases.
Ensures that CMS survey reports are mailed in a timely manner per State Operating Manual (SOM) and participates in the tracking process for the reports and plans of corrections.
Records each completed significant step of the survey on the CLIA Survey Tracking Report form (CSTR).

Creates documents, as needed, using Microsoft Office to produce customized inspection schedules, workload statistics, lists, mailing labels and other reports requested by CLIA Program staff.

Informs surveyors if additional information is needed to complete survey upload in the CMS Federal database.
Acts as technical support for CLIA Program staff regarding computer and CMS Federal database questions and issues.
Thoroughly investigates all CMS Federal database issues and makes corrections and updates to the best of their knowledge.
Attends CMS calls and/or meetings regarding updated information on the latest versions of the CMS Federal database and follows new and updated policies.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)



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EDUCATION:

Graduation from an accredited college or university with an Associate's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

One (1) year of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

NOTE: Applicants who do not possess the required experience may substitute additional education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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:
PSTLABS@doh.nj.gov
- Mail the required documents to:
Chova Joyner, Executive Assistant 3
Public Health and Environmental Laboratories
Reference Posting #469-24
New Jersey Department of Health
PO Box 361
Trenton, NJ 08625-0361

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.