



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 Management Assistant [Classified Competitive]			Salary P18 \$54,351.05 - \$76,649.88
Posting Number 472-24	Position Number 947451	Number of Positions 1	Posting Period * From: 07/12/2024 To: 07/26/2024
Location: Human Resources 55 N. Willow Street, Trenton NJ			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Provides support to the Deputy Director HR and provides administrative support for the Payroll and Administrative Unit. Answers/screen telephone for Deputy Director, HR, and directs calls accordingly. Maintains a schedule of appointments and the daily engagement of the Manager's calendar. Answers inquires as necessary. Provides support by working cooperatively with associates and supervisors. Responsible for filing confidential documents. Assures that all documents are placed in the correct employee personnel file on a daily basis, so that it is readily available upon request. Types letters and correspondence of technical and/or confidential nature. Letters are typed in a timely manner and are revised for accuracy. Opens, sorts, and distributes mail on a daily basis for Human Resource Services including faxes. Responsible for maintaining and monitoring the HRS medical and COVID mailbox, routing inquiries to the appropriate representative, responding to inquiries and maintaining confidentiality. Types routine and complex correspondence and completes forms when necessary. Reviews inquiries received by telephone or personal visit, and responds with the necessary technical information and assistance in a prompt manner. Screens and refers issues that involve technical issues to higher authority for disposition. Assist in implementing and monitoring standard operating procedures and policy updates. Attend and maintain minutes for scheduled meetings, track progress by creating reports in Business Objects, Leaves-medi Track and reports submitted from each unit/location. Notify Deputy Director, HR of non-compliance and recommendations for more efficient processes. Research and report administrative updates to the Deputy Director, HR for policy and procedural review. Upload policy updates to the policy tracking system. Review and correct formatting and typographical errors. Create and track working test periods for the department. Notify assigned payroll representative and employee relations of all unsatisfactory outcomes. Gather supporting documentation for unsatisfactory working test periods.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

NOTE: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

OR

Possession of a Bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.



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NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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:
PSTHR@doh.nj.gov
- Mail the required documents to:
Gemma Navarro, Manager 2, Human Resources
Human Resources Services
Reference Posting #
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

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.