



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 Public Policy Specialist [Classified Non-Competitive]			Salary Y27 \$81,688.72 - \$116,313.20
Posting Number 477-24	Position Number 009519	Number of Positions 1	Posting Period * From: 7/12/2024 To: 7/26/2024
Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

EEOH is committed to tracking reportable diseases/conditions and outbreaks, preventing disease/injury by reducing/eliminating exposures and hazards in the environment and workplace, and informing/educating the public.

The position would work primarily within EEOH's Communicable Disease Service (CDS) and be an intra-divisional resource with direct supervision from both the State Epidemiologist/Assistant Commissioner and the Manager of CDS's Regional Epidemiology Program.

The key focuses would align with the goals below:

Strengthen Inter- and Intra-Divisional Communications

Provide regular situational and epidemiologic updates to the State Epidemiologist/Assistant Commissioner and work with local, state, and federal agencies to ensure pertinent partners have situational awareness and the necessary information required for emergency preparedness and response. Participate and maintain interdepartmental and multijurisdictional collaboration through working and liaising with staff in CDS (epidemiologists and subject matter experts, SMEs); EEOH's Consumer, Environmental, and Occupational Health Service; Public Health and Environmental Laboratories (PHEL); other NJDOH programs; other state agencies; local health departments; and other partners to strengthen public health response at the state, regional, and local levels. Be a resource to EEOH's Health Education/Communications team (as required) to build on messaging capacity to public health professionals, state partners and the public at large.

Strengthen Epidemiology-Related Preparedness Planning

Participate in developing, reviewing, and updating preparedness planning documents, including annexes to the State's Response Plans, e.g., pandemic influenza plan, emergent and reemergent infections disease plans, and epidemiology guidance documents developed in response to incidents. Activities would include developing and/or updating key epidemiology-related planning sections such as those defining specific epidemiology assets, epidemiology "strike teams", and disaster epidemiology plans and procedures. Collaborate with CDS's Daycares, Schools and Institutes of Higher Education (DSH) Team on a comprehensive, state-wide evaluation of the higher-education sector's current capacity for identification, response, and mitigation of sporadic cases and outbreaks of communicable diseases. This evaluation data will deepen CDS's understanding of current infection prevention and mitigation processes on these campuses, and will be used to enhance communication, collaboration and training activities among CDS, local and state public health partners and institutions that operate in this sector.

Strengthen Education, Training, Workforce Development, and Quality Improvement

Participate in EEOH quality improvement and evaluation activities to improve epidemiology training, education, and exercise materials at the state and local levels, e.g., communicable disease and outbreak investigation and response guidance, CDC's Community Assessment for Public Health. Participate in assessing training needs of local health departments and healthcare



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facilities, especially long-term care facilities and other congregate settings. Collaborates with CDS SMEs and REP to provide regular trainings and education. Work with other state/local partners and non-government partners to improve and sustain performance of the public health priority areas at state and local levels to achieve (and align with) NJDOH's public health objectives.

Preference will be given to candidates whose background/education includes public health communications, planning/evaluation, statistical/data analysis, and familiarity with drafting guidance documents/working with stakeholders. Familiarity with epidemiology/disease surveillance would be a plus.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

Graduation from an accredited college or university with a Master's degree and one or more years of a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork or experience in a field appropriate to the position.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied 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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
David Sellinger, Regulatory Officer 2
Epid., Environmental and Occupational Health
Reference Posting #
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.