



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 Health/Human Services [Classified Competitive]			Salary &32 \$102,944.26 - \$147,131.56
Posting Number 490-24	Position Number 652280	Number of Positions 1	Posting Period * From: 07/22/2024 To: 08/05/2024
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Emergency Medical Services 55 North Willow Street, Trenton, New Jersey 08608			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the direction of the Director of the Office of Emergency Medical Services the Deputy Director of Operations is responsible for the oversight and management of the activities and responsibilities of the operations section including the Education, Agency & Vehicle Licensing, and Investigations units. The Program Manager of Operations will provide management, coordination and oversight of all education and licensing activities of the Office of EMS including but not limited to EMS provider background checks, provider and agency licensing, inspections, audits, initial and continuing education statewide.

The Program Manager of Operations coordinates, reviews, and supervises the drafting of enforcement actions against providers, and/or agencies involving warnings, suspensions, probationary actions, revocations, and monetary penalties. They are also responsible for managing, maintaining, and overseeing internal control procedures for rulemaking, legislative and constituent requests for information/response, and conducting business in compliance with all established state and federal rules and regulations. Additionally, the Program Manager of Operations manages the operations, administration, and establishment of partnerships with relevant committees, boards, bodies, and/or panels to remain informed and maximize public benefit related to issues, trends, EMS matters and expert guidance from across the United States and New Jersey. They will also assume activities and responsibilities as the point of contact for the OEMS director in their absence.

NOTE: Preference will be given to candidates with at least five (5) years of experience in the administration and development of EMS education programs, certification, and licensure, and investigations. Additionally, preference will be given to applicants who maintain a minimum of two years of experience in the supervision of EMS operations and enforcement.

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 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.

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



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
**Crystal Randall, Executive Assistant 3
Public Health Infrastructure Lab. & Emerg. Prepare
Reference Posting #492-24
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.*



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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.