



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 Technician [Classified Competitive]			Salary R20 \$59,430.08 - \$84,038.60
Posting Number 499-24	Position Number 055127	Number of Positions 1	Posting Period * From: 07/26/2024 To: 08/09/2024
Location: Division of Management and Administration Office of Vital Statistics and Registry - Issuance Unit 55 North Willow Street, 5th Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

The Program Technician will report to a Program Specialist 4, or other supervisory title, within the Issuance Unit in the Office of Vital Statistics and Registry. This position will be responsible for ensuring the timeliness, accuracy, and quality of vital record documents issued to the public via mail.

This position will maintain fulfillment and tracking information for records mailed via FedEx and will maintain a log of any undeliverable items, re-issuances, and any waived fees. Will be responsible for resolving higher level customer complaints regarding shipping issues and will make the final determination of re-issuance with a waived fee. Liaises with FedEx as needed.

The Program Technician will ensure the unit is using best practices to maintain the customer's Personal Identifiable Information (PII). This may include, but is not limited to, being the final approval person of any requestor's eligibility for the vital record being requested as well as ensuring the address and designated recipient is correct on the mailing label.

Furthermore, this position will perform final quality control of vital records, ensuring there is a visible raised seal, legible text, images are high quality, and all relevant signatures are present. Will be responsible for the overall fulfillment of all requests for certified copies of death certificates submitted via the Electronic Death Registration System (EDRS).

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

Successful completion of sixty (60) semester hour credits at an accredited college or university.

EXPERIENCE:

Three (3) years of experience in work involving the application of rules, regulations, procedures, or policies in the processing of technical actions in a specific program area.

NOTE: Applicants who do not possess the required education may substitute experience 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.



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IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #499-24
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.*



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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.