



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

Title Health Data Specialist 2 [Unclassified]			Salary P25 \$74,534.83 - \$105,943.75
Posting Number 512-24	Position Number 953163	Number of Positions 1	Posting Period * From: 08/01/2024 To: 08/15/2024
Location: Office of Local Public Health 55 North Willow Street, Trenton, NJ 08625-0360		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Under the direction of an Office of Local Public Health (OLPH) supervisory official, the Health Data Specialist 2 will collaborate with the approved Vendor in the development and implementation of an on-line Local Health Report (LHR) data collection and reporting/tracking system. Provides the criteria to measure and analyze the LHR data of the local health departments (LHDs) as required by N.J.A.C. 8:52 (Public Health Practice Standards of Performance for Local Boards of Health in NJ) and N.J.A.C. 8:7 (Licensure of Persons for Public Health Professionals). Facilitates the compiling, interpreting, and analyzing of LHR data by using SAS or SPSS software, links diverse datasets with appropriate linkage/statistical methodologies and utilizes manipulation techniques to clean, validate, and transform data. Assists in coordinating, implementing, and upgrading existing data systems such as COVID-19 and other infectious disease surveillance data and dashboard monitoring in compliance with regulations, policies, and public health workforce standards required by the OLPH. Maintains and monitors the new OLPH Platform and applications. Participates in the design, implementation, and analysis of surveys and research studies. Prepares clear, accurate, and informative, statistical, and other reports containing findings, analyses, conclusions, and recommendations. Assists in the development of new approaches with the Vendor to display data utilizing visualization tools (e.g., PivotTable, Tableau, Microsoft Power BI, etc.), query search, and retrieval of historical data. Provides instructions, technical assistance, and training to program staff. Works closely with internal DOH staff in other divisions/programs, and external partners to ensure collaboration, communication, and coordination with LHDs and other public health entities. NOTE: Preference will be given to candidates with familiarity in public health concepts and experience in SAS and/or SPSS</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>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.</p> <p>Seven (7) years of comprehensive technical research and statistical analysis professional experience in epidemiology, public health, economics, public health administration, or related field which involves the use, operation, and/or management of database systems; and twelve (12) semester hour credits in Epidemiology, Public Health, Health Informatics, Health Information Management, Economics, Statistics, Quantitative Analysis, Operations Research, and/or Market Research.</p> <p>OR</p>			



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Possession of a bachelor's degree from an accredited college or university including or supplemented by twelve (12) semester hour credits in Epidemiology, Public Health, Health Informatics, Health Information Management, Economics, Statistics, Quantitative Analysis, Operations Research, and/or Market Research; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in one of the above disciplines; and two (2) years of the above-mentioned professional experience.

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 judgment 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 #E
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.