



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 Administrative Analyst 2 [Classified Competitive]			Salary P21 \$62,164.36 - \$88,009.21
Posting Number 513-24	Position Number 064235	Number of Positions 1	Posting Period * From: 08/02/2024 To: 08/16/2024
Location: Office of the Commissioner Legal & Regulatory Compliance 55 N. Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under limited supervision of a supervisory or designated official, the Administrative Analyst 2 (AA2) will actively participate in the main objectives of administration and performance of the Government Records Access Management (GRAM) unit within the Office of Legal and Regulatory Compliance, including, but not limited to, the completion of government records requests received pursuant to the Open Public Records Act (OPRA).

The AA2 will assist in the review of GRAM activities and its interactions with departmental staff in order to evaluate its administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments using established procedures/standards or emerging best practices guidelines. May assist the unit in developing its organizational structure and future methods of operation necessary for the performance of existing or expanded unit and OPRA functions.

May investigate/develop solutions to problem areas met; identify and work toward modifying or eliminating unnecessary or inefficient administrative practices to determine where unit administrative duplication may exist. May review and implement reporting processes for assessing departmental OPRA performance. Assist in the preparation, documentation, or revision of unit policies and/or procedures. Assist in the preparation and delivery of trainings to department staff.

The AA2 will be required to learn to utilize various electronic and/or manual recording and information systems used by the agency and unit.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

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.

Six (6) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.



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OR

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and one (1) year 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 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:
PSTOC@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
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.