



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 531-24	Position Number 068419	Number of Positions 1	Posting Period * From: 08/05/2024 To: 08/19/2024
Location: New Jersey Department of Health 55 N. Willow Street - 6th Floor Trenton NJ 08618			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under the limited supervision of a Budget Supervisor; serves as an analyst in the Office of Budget and Financial Planning Unit, and is responsible for a portfolio of state, dedicated, and revolving accounts. This includes performing budgetary reviews, analyses and procedural evaluations for new and existing programs, establishing monetary workflows, linkages to procurement and accounts payable, evaluating and reporting expenditures, and forecasting cost overages or savings.</p> <p>In addition, responsibilities include the collection of information, review and preparation of the Department of Health State Budget request, preparation of information for the Budget hearings with the Legislature, quarterly spending plans, state salary projections, and account reconciliations.</p> <p>Various projection models will be used to make recommendations to a budget supervisor on potential fiscal impacts, surpluses, and deficits. Create ad-hoc statistical budget and data analyses, as requested by Management, using information technology such as Business Objects and NJCFS to analyze and evaluate the effectiveness of programs. Produce state, revenue, and revolving budget reports using acceptable accounting principles and techniques to analyze and evaluate the programs and budgets in the department.</p> <p>Assemble, review, and compile accounting documents, contracts, and grant applications. Initiate, calculate, and review transactions related to state fund operations, including salary and non-salary expenditure modifications, intergovernmental transfers, establishing and closing accounts as needed.</p> <p>Ensure the timely availability of funds and that expenditures do not exceed appropriations or approved budgets.</p> <p>The ideal candidate shall have a comprehensive understanding of the state fiscal processes and experience with financial systems including NJCFS, Business Objects and SharePoint.</p> <p>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.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			



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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.

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:
PSTMA@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.