



# 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 <b>Administrative Analyst 3, Procurement [Classified Competitive]</b>			Salary <b>P26 \$78,024.71-\$111,000.80</b>
Posting Number <b>533-24</b>	Position Number <b>957706</b>	Number of Positions <b>1</b>	Posting Period * From: <b>08/06/2024</b> To: <b>08/20/2024</b>
Location: <b>Public Health Environmental Laboratory 3 Schwarzkopf Drive, Ewing, NJ 08628</b>		Scope of Eligibility/Open to: <b>All Departments/State Employees</b>	

### GENERAL DESCRIPTION

Under the general supervision of the Administrative Analyst 4, Procurement, will assist in the review and analysis of procurement transactions, proposals, goods, commodities, or services for the Public Health Environmental Laboratory. This is a key position for the successful operation of the Laboratory. This position is responsible for ensuring that the procurement activities at the Laboratory are efficient, effective and in compliance with state contracts, policies, and procedures. This position will:

- Assist in analyzing product or procurement history data and make recommendation regarding appropriate methods for accomplishing effective purchases and cost savings where applicable.
- Assist in providing continuing statistical analyses of distribution, utilization, and acquisition patterns.
- Assist in analyzing methods used in high impact procurement and determines the most effective purchasing methods.
- Analyze and forecasts state, regional, and national market trends in relation to both long- and short-range planning to meet procurement requirements of the laboratory.
- Share in the responsibility for the research effort incidental to the procurement functions and processes of the Procurement/Purchase Bureau.
- Develop projections of commodity, supply, equipment, and service needs to determine procurement scheduling, contract development, and manpower requirements for effective procurement.
- Develop evaluation measures for quantitative and qualitative analysis.
- Participate in and/or conduct hearings and meetings with vendors and bidders relative to the award and performance of contracts concerning procurement.
- Support the units through the review and analysis of proposals for procurement with regard to cost benefit analysis.
- Prepare clear, sound, accurate and informative statistical and other reports containing findings, analyses, conclusions, and recommendations.

### 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.

Seven (7) years of professional experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR



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Possession of a master's degree in Business Administration, Public Administration, Economics, Finance or Accounting; 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:**

Appointee 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:  
**PSTLABS@doh.nj.gov**
- Mail the required documents to:  
**Chova Joyner, Executive Assistant 3**  
**Public Health and Environmental Laboratories**  
**Reference Posting #533-24**  
**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](mailto: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.**