



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 3 [Classified Competitive]			Salary P26 \$78,024.71- \$111,000.80
Posting Number 596-24	Position Number 952127	Number of Positions 1	Posting Period * From: 09/05/2024 To: 09/19/2024
Location: Division of Community Health Services Community Health and Wellness Unit 55 N Willow St, 5th Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of the Community Health and Wellness Unit (CHWU) Director and the Preventive Health and Health Services Block Grant (PHHSBG) Program Coordinator, the candidate will provide day to day oversight and management of the NJ State Physical Activity and Nutrition (SPAN) program for compliance with grant requirements; Serve as primary program contact to ensure progress towards program goals and objectives. Participate in all conference calls and meetings. Identify and use public health data as a tool to develop and prioritize interventions or policies for SPAN; Use program evaluation findings to improve program performance.

The candidate will coordinate the formation of a SPAN Task Force that will be responsible for the development of the physical activity and nutrition State Plan through the network of relevant stakeholders and subject matter experts (SME) that will constitute the Task Force; Complete all paperwork and documents needed and track the Plan through the approval process. Coordinate all meetings of the Task Force and each work group formed. Maintain minutes from all meetings. The candidate will develop and monitor the budget, prepare progress reports, budget briefs and other reports as requested by the CHWU Director.

Participate in national and local work groups to facilitate effective, implementation of asthma prevention and control programs; attend meetings as assigned and actively participate in the required Preventive Health and Health Services Block Grant meetings. This position may assigned other essential duties.

Additionally, this position will work within the New Jersey Comprehensive Cancer Control Program taking the lead on coordination of the daily activities of the Governor's Cancer Task Force. Daily activities will include Task Force member recruitment, engagement, maintenance, and reporting. The selected candidate will also conduct a policy scan as well as work collaboratively to develop and maintain the website for Task Force updates.

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.

Seven (7) 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 the recommendation, planning, and/or implementation of improvements in a business or government agency.



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OR

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

OR

Possession of a master's degree in Public Administration, Business 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 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:
PSTCHD@doh.nj.gov
- Mail the required documents to:
**Tiara Green, Administrative Assistant 1
Community Health Division
Reference Posting #596-24
New Jersey Department of Health
PO Box 355
Trenton, NJ 08625-0355**

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.