



# 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>CONTRACT ADMINISTRATOR 2 [Classified Competitive]</b>			Salary <b>P26 \$78,024.71- \$111,000.80</b>
Posting Number <b>601-24</b>	Position Number <b>943337</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/06/2024</b> To: <b>09/20/2024</b>
Location: <b>DOH-DHSTS, 55 N WILLOW STREET, TRENTON NJ</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

### GENERAL DESCRIPTION

Manage the business and fiscal aspects of all grants within the Division of HIV, STD and TB Services. Review all grant award packets and associated reports to ensure all costs in the award are reasonable and necessary to meet the objectives of the award, and that all expenditures and payments fall within the allowable costs as prescribed by the Federal Cost Principles, Department policy, and Terms and Conditions of the award. Review all grant applications and prepare the grant order to be submitted to Financial Services for encumbering of the funds. Review of the grant applications, budget revisions, and amendments will be completed to ensure the budget and fiscal components are in accordance with Federal Cost Principles and Department policy. Coordinate the collection, validation, and analysis and reporting of all HIV financial information. Provide technical assistance and continuous monitoring to grantees in implementing and ongoing utilization of all related fiscal report forms. Independently plan, develop, finalize, and distribute financial reports required for Federal agencies, as well as for special divisional requests. Promote efficiencies by serving as the liaison between the grantee and the Department for grant modifications to grants that are not acceptable. The returned grant will be accompanied by an email and modification memorandum that details the Program Management Officers required programmatic modifications and the Contract Administrators fiscal modifications. Review, approve or reject expenditure reports in SAGE within 4 working days and prepare payment vouchers as needed. Develop tracking system to ensure agencies are complying with Attachment A and B. Notification to the Program Management Agencies for all Grantees that are not in compliance will be immediate and responsive. Once in compliance the payment voucher FS-90 will be processed. Ensures payments are processed as scheduled. Reviews all transactions and reports to assure they were submitted by the grantee. When all fiscal events and transactions are complete and the Program Management Officer confirms there are no outstanding issues, the Grants Management Officer close the award in SAGE. The Grants Management Officer will notify the grantee in writing that all funds due to the Department shall be returned for deposit. Close out grants. Have knowledge and experience utilizing various types of electronic and/or manual recording and computerized information systems used by the division and complete training on the following applications- New Jersey Comprehensive Financial System, Business (NJ CFS) Objects, REQTRACK and The Federal Funding Accountability and Transparency Act (FFATA).

### 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 contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.**

**OR**



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Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

OR

Possession of a master's degree in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy); and two (2) years of the above-mentioned professional experience, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

**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:  
**PSTHIVAIDS@doh.nj.gov**
- Mail the required documents to:  
**Patricia Laird, Administrative Assistant 1**  
**HIV, STD and TB Services**  
**Reference Posting #601-24**  
**New Jersey Department of Health**  
**PO Box 363**  
**Trenton, NJ 08625-0363**

**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.**