



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 Assistant Commissioner [Unclassified]		Salary M98 / \$173,578.70	
Posting Number 602-24	Position Number 051863	Number of Positions 1	Posting Period * From: 09/06/2024 To: 09/20/2024
Location: Public Health & Environmental Laboratories 3 Schwarzkopf Drive, Ewing NJ 08611		Scope of Eligibility/Open to: Applicants who Meet the Requirements	

GENERAL DESCRIPTION

This position provides clear, consistent, visionary leadership of the Public Health and Environmental Laboratories (PHEL). PHEL is composed of 3 services and 5 programs that collectively provide the following: 1. Clinical and environmental testing services to support the NJ Department of Health (DOH) as well as other federal, state, and local agencies who have key roles in public health; and 2. Regulatory oversight of NJ clinical diagnostic laboratories and blood banks.

The selected candidate must possess and demonstrate strong leadership skills and work within the core values of the department to embody its mission to protect the public's health, promote healthy communities, and continue to improve the quality of health care in New Jersey.

Works with the Laboratory Leadership Team and the Deputy Commissioner to create a strategic plan; setting comprehensive goals for business growth and success. Ensures team collaboration to define and execute the strategic initiatives of the laboratory.

Oversee Clinical Laboratory Improvement Service, ensure the implementation of new programs and regulatory functions of the unit. Establish KPIs and interpret data and metrics. Reviews monthly statistics, key performance indicators, grant deliverables, etc. and suggests to the management staff on next steps or directions.

Manages the alignment with State and Department rules and priorities, oversees the preparation and monitoring of PHEL budgets; directs the receipt and administration of state and federal funding; guides the most efficient and impactful use and distribution of funds through staffing, services and the use of grants, MOAs, and other vendor contracts ensuring appropriate state and external contracts remain in effect for functioning of the lab; coordinates timely adherence to State and Department budgetary processes and responses to budget requests; and formulates policies to ensure compliance with fiscal rules and regulations. Evaluated proposed Federal and State legislation and makes appropriate recommendations to the Office of Legislative Services. Maintain legal and regulatory oversight for actions taken within the Division units that have regulatory authority. Prepares extensive correspondence to support PHEL's position on various issues and topics.

Prepares and directs the preparation of clear, sound, accurate and informative reports containing laboratory findings, statistical information, analyses, conclusions and recommendations.

Advises the Deputy Commissioner and Commissioner on all PHEL matters and pertinent laws, rules and regulations. Manages the development and implementation of measures to ensure that Department priorities are properly carried out by the appropriate organizational unit, and directs proper assignment, management and documentation of such measures. Collaborates with other programs in the Department to integrate PHEL activities and align laboratory and programmatic functions.



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Recognizes and promote innovation and scientific research in conjunction with the Service Directors and Medical Director; engages laboratory in scientific research activities and promote presentation of results from research projects and/or product evaluations in peer reviewed journal articles or oral presentations at national conferences.

Collaborates with the PHEL medical director to ensure scientific expertise and licensing requirements align with administrative operations. Works with other Department Divisions and Programs to effect changes and resolve problems that affect operations of the Department and PHEL. Other tasks as deemed necessary.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Nine (9) years of professional experience dealing with administrative work requiring independent interpretation of rules, regulations, and policies; dealing with the general public; governmental agencies or other business enterprises, five (5) of which shall have been in a managerial capacity.

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:
PSTHR@doh.nj.gov
- Mail the required documents to:
**Ann Marie Kopczynski, Director, Human Resources
Human Resources Services
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.