



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 603-24	Position Number 049140	Number of Positions 1	Posting Period * From: 09/06/2024 To: 09/20/2024
Location: Office of Local Public Health 55 N. Willow Street Trenton NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

This position oversees the establishment, administration and evaluation of programs related to local public health infrastructure including grant administration, infrastructure support, workforce development, professional licensure, and local health department compliance. Under the direction of the Deputy Commissioner of the Public Health Services Branch, and in conjunction with other Assistant Commissioners and Directors, develops departmental goals and objectives; designs and implements a system of evaluative controls to determine whether goals and objectives are being met; recommends necessary program changes, remedial actions and alternative courses of action; and communicates and coordinates with other divisions and state agencies to achieve programmatic and staffing efficiencies and avoid overlap or duplication.

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.

Oversees the regulatory compliance of local health departments and the licensure of local public health professionals (Health Officer and Registered Environmental Health Specialist) in the state; chairs the Public Health Licensing and Examination Board (PHLEB) and represents the Department to other stakeholder associations such as the New Jersey Association of County and City Health Officials (NJACCHO) and the LINC Health Officer Association; directs the rule-making process in the DLPH; provides technical assistance to other programs creating or modifying rules related to local public health infrastructure, foundational public health services or the licensed public health workforce; ensures timely programmatic response to legislative and constituent inquiries; and works with local public health stakeholders and professional associations to ensure bidirectional communication and planning to protect and promote public health and health equity in New Jersey.

Interprets federal, state, and local policy and advises the Commissioner of Health, the Deputy Commissioner of the Public Health Services Branch and other senior staff on matters pertaining to local health and the local health workforce. Communicates gaps and needs as identified by key partners in local health, such as professional associations and advisory groups. Interprets departmental goals, regulatory requirements, stakeholder requests and grant requirements to program managers, directors, and supervisors in the DLPH and provides guidance for the effective establishment, delivery, maintenance and evaluation of programs and regulatory processes.

Oversees the formulation of policies and procedures to ensure efficient programmatic operations and promote regulatory compliance; recommends short- and long-term planning initiatives and methods to achieve the required level of service for programmatic goals and initiatives; directs the establishment of performance metrics (PM) and quality improvement (QI) initiatives to measure process and outcomes and recommends program changes to address any new or emergent needs; and ensures timely communication of DLPH programs, priorities, policies and procedures to internal and external partners.



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Manages the work operations and recommendations for hiring, firing, promoting, demoting and/or other discipline of employees; prepares correspondence in the course of official duties; prepares and/or directs the preparation, dissemination, and retention of statistical, financial and administrative reports; directs the establishment and maintenance of essential records, reports and files; and the preparation of outside correspondence.

Manages the alignment with State and Department rules and priorities, oversees the preparation and monitoring of DLPH 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; 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.

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 #603-24
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 , 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.