



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 Supervising Administrative Analyst [Classified Competitive]			Salary &32 \$102,944.26 - \$147,131.56
Posting Number 620-24	Position Number 054730	Number of Positions 1	Posting Period * From: 09/13/2024 To: 09/27/2024
Location: Division of Management and Administration Office of Budget and Financial Planning 55 North Willow Street, 5th Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

The Supervising Administrative analyst will report to the Director of the Office of Budget and Financial Planning.

This position will be responsible for managing the Department's \$2 billion dollars in Federal funding. Will establish and evaluate the Departmental Federal budget management policies and protocols and ensure compliance is maintained with both Federal regulations and Treasury's Office of Management and Budget (OMB).

The Supervising Administrative Analyst will establish the pacing, scope and milestones that are associated with the year-end close of all Federal accounts at the end of the State fiscal year, Federal fiscal year, as well as individual award closeouts. Will direct staff assisting with levying central charges and perform the final review/approval for all Federal transactions within the New Jersey Comprehensive Financial System (NJCFIS).

This position will supervise staff in the review of Divisional budget practices to help identify waste, redundancies, reporting deficiencies, and/or structural deficit patterns as well as develop, implement and enforce standardized budget development to increase quality control and introduce budget efficiencies throughout the Department.

The Supervising Administrative Analyst will be responsible for managing the COIVD budget team, with emphasis on reporting and monitoring of funds including in audit participation.

Furthermore, this position will serve as the primary Departmental liaison in all Federal meetings, site visits, physical audits, and technical assistance. Will construct and lead Divisional quarterly fiscal meetings, present new policies and procedures, and offer technical advice to all fiscal staff when needed.

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.

Nine (9) years of professional experience in 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, two (2) years of which shall have been in a supervisory capacity.



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

OR

Possession of a master's degree in Public Administration, Economics, Finance, Accounting, or Business Administration; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

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:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #620-24
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.*



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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.