



# 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>Administrative Analyst 4 [Classified Competitive]</b>			Salary <b>R29 \$89,575.39 - \$127,744.57</b>
Posting Number <b>637-24</b>	Position Number <b>054978</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/25/2024</b> To: <b>10/09/2024</b>
Location: <b>55 North Willow Street Trenton, NJ 08618</b>		Scope of Eligibility/Open to: <b>Department of Health Employees</b>	
GENERAL DESCRIPTION			
<p>Supervises the preparation and processing of federal draw requests for the Department's 6203P and V657B Grants as well as Early Intervention and Lead grants, this includes monitoring and analyzing expenditures and identifying patterns, interpreting and ensuring compliance with cash collection and transfer accounting rules, regulations, policies and procedures.</p> <p>Analyzes daily and monthly WIC requests ensuring appropriate funding sources are used by staff as per Federal guidelines. Prepares and calculates the restricted rate for the Early Intervention Program for submission with the Department's Indirect Cost Proposal. Supervises and reviews the preparation of the yearly CMIA reports for the Department. Oversees establishment of new activity codes per division requests. Consults with Flagstar Bank re: establishing and accessing accounts for ACH payments and report generation.</p> <p>Analyzes product development and internal/external communication workflows to identify deficiencies and recommends/implements tools and resources to improve established automated or manual systems.</p> <p>Generates reports using NJCFS, Business Objects, EXCEL, NICUSA and other applicable data bases for analyses or reporting purposes.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p><b>NOTE:</b> 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.</p> <p><b>Eight (8) 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.</b></p> <p><b>OR</b></p> <p><b>Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.</b></p> <p><b>OR</b></p> <p><b>Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional experience.</b></p>			



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**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 #  
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](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.**