



# NEW JERSEY DEPARTMENT OF HEALTH

## NOTICE OF VACANCY

*State of New Jersey*

**The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.**

<b>Title</b> Senior Management Assistant [Unclassified]			<b>Salary</b> P21 \$62164.36 - \$88,009.21
<b>Posting Number</b> E606-24	<b>Position Number</b> 961922	<b>Number of Positions</b> 1	<b>Posting Period *</b> From: <b>09/06/2024</b> To: <b>09/20/2024</b>
<b>Location:</b> Division of Epidemiology, Environmental & Occupational Health Office of Assistant Commissioner 135 East State Street, Trenton, NJ 08625			<b>Scope of Eligibility/Open to:</b> Applicants who Meet the Requirements
<b>GENERAL DESCRIPTION</b>			
<p>Under direction of a manager or supervisory official this position will provide primary administrative support services, including providing benefits, leaves, pension, and salary information and assistance to staff; processing new hire packets, onboarding detail, PAR assignments, and maintaining personnel records. Provide PMIS information; distribute HR related information to staff; serve as primary eCats coordinator including inquiries and timesheet collection from staff. This position provides assignment, instruction and guidance to staff and may take the lead on various administrative projects related to the CDC COVID award portfolio. Additionally, this position will: assist in planning and implementing administrative improvements; reads, researches and routes correspondence; drafts letters, memos and other documents for the review and approval of management; prepares clear technically sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations; maintains essential records, reports, and files.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>NOTE:</b> Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Six (6) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.</p> <p><b>OR</b></p> <p>Possession of a Bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p><b>NOTE:</b> "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 judgement and make accurate and informed decisions.</p> <p><b>LICENSE:</b></p> <p>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.</p>			



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## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PSTEEOH@doh.nj.gov***
- Mail the required documents to:  
**David Sellinger, Regulatory Officer 2**  
**Epid., Environmental and Occupational Health**  
**Reference Posting #E**  
**New Jersey Department of Health**  
**PO Box 369**  
**Trenton, NJ 08625-0369**

### **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.**