



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Director-Epidemiologic Unit [Senior Executive Service]			Salary
Posting Number	Position Number 952218	Number of Positions 1	Posting Period * From: To:
Location: DOH; HIV, STD & TB Services 50 East State Street, 4th Floor Trenton, NJ 08625-0363		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>This position will provide supervision and administrative direction of the Epidemiologic Services unit, secure federal grant funding, prepare budgets and enforce all internal controls and policies. Provide oversight of protocol development, study implementation, data collection and analysis of unit projects. Interface with other units within the Division, the Department, the CDC and community-based organizations to maximize the use of epidemiologic data for policy development and program planning. The position is critical to manage collaboration with Rutgers School of Public Health with HIV Surveillance.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: A master's degree in public health, or related discipline, from an accredited college or university is required. A PhD in public health, or a related discipline, is preferred.</p> <p>EXPERIENCE: 5-7 years of progressive management experience is required. Experience securing and managing federal grants is strongly preferred. Ability to work with internal and external partners to utilize and operationalize epidemiological data for prevention and care initiatives is strongly preferred.</p> <p>Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.</p> <p>Evidence of major professional accomplishments is required, as is demonstrated communication and leadership skills.</p> <p>Demonstrated managerial skills, including; interpersonal skills, decision-making, problem analysis, creative thinking, administrative judgment, delegation, financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTHIVAIDS@doh.nj.gov</i> • Mail the required documents to: Patricia Laird, Administrative Assistant 2 HIV, STD and TB Services Reference Posting # New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363 <p style="text-align: right;">Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *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.*
 - *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.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *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.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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