



VACANCY ANNOUNCEMENT

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

Title Research Scientist 1 [Classified Non-Competitive]		Salary R30 \$87,578.62 - \$124,980.46	
Posting Number 48-23	Position Number 950398	Number of Positions 1	Posting Period * From: 01/17/2023 To: 02/28/2023
Location: Office of the Chief State Medical Examiner, Northern Regional Medical Examiner Office (NRMEO), State Toxicology Laboratory 325 Norfolk Street, Newark		Scope of Eligibility/Open to: Applicants who Meet the Requirements	

GENERAL DESCRIPTION

The New Jersey Office of the Chief State Medical Examiner (OCSME) is seeking a candidate to oversee the day-to-day management and operations of the NJ State Toxicology Laboratory and work with the Executive Director to manage daily operations. The selected candidate will:

- Assist the Executive Director in overseeing the Quality Management Program in laboratory.
- Coordinate continued education of staff concerning new research developments in the assigned area of expertise and actively engage in ongoing research and development within the laboratory.
- Update, revise and, if needed, write new Standard Operating Procedures (SOPs), and ensure that SOP manuals are both current and up-to-date and are appropriately distributed to all staff.
- Assist to obtain Toxicology Laboratory Accreditation (i.e. College of American Pathologists and American Board of Forensic Toxicology accreditation).
- Interact with senior lab staff to coordinate research efforts in the laboratory. Lead, administer and manage the operation of the NRMEO State Toxicology Laboratory, performing administrative and supervisory duties, including but not limited to assigning acquisition, control and maintenance of supplies and equipment to ensure availability for ongoing and proposed research projects, providing training to all staff members of the Toxicology Lab, performance evaluations, and time sheet approvals.

Preference will be given to candidates who possess Fellow/Diplomate certification by the American Board of Toxicology and have experience in management/ supervisory techniques, including the ability to assign, instruct, motivate and supervise staff.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Master's degree in a discipline appropriate to the position.

EXPERIENCE: Four (4) years of full-time experience in a field appropriate to the position.

NOTE: A Doctorate in a discipline appropriate to the position may be substituted for two (2) years of experience indicated above.

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 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:

PSTSME@doh.nj.gov

- Mail the required documents to:

**Jill Velez, Administrative Analyst 3
Office of the State Medical Examiner
Reference Posting #48-23
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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- *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.**
 - *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.*