



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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

Title <b>Research Technician 2 [Classified Competitive]</b>			Salary <b>A13 \$42,145.13 - \$59,030.30</b>
Posting Number <b>203-24</b>	Position Number <b>009517</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 3/14/2024 To: 3/28/2024</b>
Location: <b>Division of Management and Administration Office of Vital Statistics and Registry 55 North Willow Street, 5<sup>th</sup> Floor, Trenton, NJ 08608</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the supervision of the Outreach Manager, this position will be responsible for meeting with Office of Vital Statistics and Registry (OVSR) subject matter experts to discuss specific needs, curriculum enhancements, and relevant topics as well as compiling this data and collaborating with experts facilitate the development of comprehensive and effective educational materials for the Certified Municipal Registrar program (CMR). This includes collecting Vital Statistics registration and continued education reports to understand trends, challenges, and best practices related to vital records. This position will also assist the Outreach Manager in determining which municipal offices require on-site training by compiling key datapoints in an ongoing sortable spreadsheet.</p> <p>This position will also monitor the CMR email inbox to assist in support tasks for current CMR holders and municipal government employees. As part of these duties, this position will also be responsible for the collection, grading, and storage of any CMR credit course results in the Access Database. The Research Technician 2 will also correct information errors found in the Access Database, as well as conduct an annual audit of all current information stored in the Local Registrar Tracking System, verify data integrity, update any outdated user profiles, and address discrepancies.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Two (2) years of experience in statistical-clerical work.</p> <p><b>NOTE:</b> Applicants who do not possess the required two (2) years of experience may substitute semester hour credits on a year for year basis with thirty (30) semester hour credits being equal to one year of experience.</p> <p><b>LICENSE:</b> 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>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTMA@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration</b></li> </ul> </div> <div> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> </div> </div>			



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Reference Posting #203-24  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360

*\* 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.**