



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 Public Health Representative 2, CTR [Classified Competitive]			Salary P21 \$60,062.18 - \$85,033.04
Posting Number 264-24	Position Number 044275	Number of Positions 1	Posting Period * From: 05/10/2024 To: 12/31/2024
Location: Division of Epidemiology, Environmental & Occupational Health New Jersey State Cancer Registry 135 East State Street, 1st Floor, Trenton, New Jersey 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of a Supervising Public Health Representative, Certified Tumor Registrar or other supervisory official, responsible for correcting assigned quality control tasks and conducting visual editing. Abstracts cases in manual entry system. Participates in special studies, including field studies and in-house reliability studies. Responsible for meeting and complying with all Surveillance Epidemiology and End Results (SEER), National Program for Cancer Registries (NPCR) and North American Association of Central Cancer Registries (NAACCR) activities and deadlines. Assists in and performs audits on an as-needed basis. Maintains status as Certified Tumor Registrar. Responsible for the timely reporting from a group of assigned hospitals. Notifies the supervisor of those facilities who fail to comply with reporting regulations. Requests specific follow-back information from assigned hospitals.

Candidates must possess a valid Certified Tumor Registrar certification issued by the National Cancer Registrar's Association and the National Board for Certification of Registrars in order to qualify for the position.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

NOTE: 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.

Six (6) years of experience as a tumor registrar in a central cancer registry, hospital, or other health care facility which shall have included responsibility for abstracting cancer cases, quality control, and conducting public health surveys or patient care studies and evaluations.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

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:



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Appointees must possess a valid Certified Tumor Registrar certification issued by the National Cancer Registrar's Association and the National Board for Certification of Registrars.

Appointees will be required to possess a driver's license valid in NJ 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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
David Sellinger, Regulatory Officer 2
Epid., Environmental and Occupational Health
Reference Posting #264-24
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 , 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.