



# 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<br><b>Public Health Representative 2<br/>[Special Services (Hourly)]</b> |                               |                                   | Salary<br><b>\$32.87 per hour</b>  |
| Posting Number<br><b>271-24</b>  | Position Number<br><b>TBD</b> | Number of Positions<br><b>TBD</b> | Posting Period *<br>From: <b>4/19/2024</b> To: <b>5/3/2024</b>               |
| Location:<br><b>Statewide</b>  |                               |                                   | Scope of Eligibility/Open to:<br><b>Applicants who Meet the Requirements</b> |

### GENERAL DESCRIPTION

The New Jersey State Department of Health (NJDOH) is the designated Contractor for the Food and Drug Administration (FDA) Tobacco Inspection Program. Additional funds available from the FDA have enabled New Jersey to conduct year round state inspections assessing retailer's compliance with the age of sale requirements for tobacco products. The NJDOH / Tobacco Age of Sale Enforcement (TASE) program has been a component within the Tobacco Control Program since 1996 and will continue to serve as the infrastructure for this FDA project.

**Responsibilities:**

Inspectors work from home and must travel extensively throughout all counties of the state using personal vehicles (mileage & expenses is reimbursed) as directed to conduct tobacco compliance inspections with the support of a Student Associate (minor). Inspector are extensively trained to understand/follow strict protocols helping the FDA to determine whether or not retailers (to include Vape Shops) are in compliance with Federal & State tobacco/nicotene product (eCigs & liquids) regulations. Inspectors must: complete work plans; provide testimony as directed (for up to 5 yrs.); conduct compliance inspections in urban, suburban and rural locations; submit required timesensitive forms, reports and administrative documentation as required; maintain consistent and close communication with FDA Program Coordination Team & Student Associates through phone/email; prepare & ship evidence packages according to FDA protocols. Inspectors must also participate in Monthly Quality Assurance Conference Calls (Evenings 5 PM). Recruit high school students ages of 15-20 to work with as Student Associates and serve as mentors. Extensive use of iphones & personal computers for the coordination of inspection activities, reports and administrative functions. Inspectors must be highly organized independent workers capeable of creating daily/weekly work schedules and documenting travel and expenses

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**REQUIREMENTS:**

**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 in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.

**OR**

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



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**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:**

**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.**

### IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:

***PSTCHD@doh.nj.gov***

- Mail the required documents to:

**Tiara Green, Administrative Assistant 1  
Community Health Division  
Reference Posting #271-24  
New Jersey Department of Health  
PO Box 355  
Trenton, NJ 08625-0355**

**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.**