



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 Trainee [Classified Non-Competitive] | | | Salary P95 \$48,056.98 - \$50,229.66 |
| Posting Number 328-24 | Position Number 055129 | Number of Positions 1 | Posting Period * From: 05/10/2024 To: 05/24/2024 |
| Location: Epidemiology, Environmental and Occupational Health Public Health and Food Protection Program 135 East State Street, 3rd Floor, Trenton, NJ 08608 | | | Scope of Eligibility/Open to: Applicants who Meet the Requirements |

GENERAL DESCRIPTION

Under the direction of a Public Health Representative 1 or other supervisory official, the Public Health Representative Trainee (PHR T) performs administrative and field activities for public health operations in the Public Health and Food Protection Program.

This position conducts administrative and field public health on-site investigations of establishments delinquent in initial and renewal licensing.

Learn to review, analyze, and track consistent deficiency and failure-to-renew penalty letters for all the projects within the State of NJ Public Health Food Protection Program.

Process payments received from penalty letters.

Conduct investigations of establishments that are delinquent in renewing their licenses, verifies if establishments are still in operation or out-of-business, and communicates licensing obligations to establishments' management.

Provides technical information on public health issues to consumers, local health officials and other state and federal partners in the absence of Project Coordinators. Prepares correspondence and regulatory letters to firms that are found not in conformance with food, drug, and cosmetic license establishments.

Assists field inspectors and other office staff with any technical questions.

Maintains up to date information on NJ Dept. of Health website.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

ADVANCEMENT

Appointees who successfully complete the 12-month training period will be eligible for promotion to the title among the following for which they have been trained: Public Health Representative 3, Public Health Representative 3 Communicable Disease, Public Health Representative 3 Certified Tumor Registrar.

The inability of an employee in this trainee title to attain a level of performance warranting advancement to a title listed above shall be considered as cause for separation.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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.

Four (4) years of professional experience in a health or social service related program, which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**David Sellinger, Regulatory Officer 2
Epid., Environmental and Occupational Health
Reference Posting #328-24
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.*



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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.