



# 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 <b>Quality Assurance Laboratory Technician [Classified Competitive]</b>			Salary <b>P17 \$51,987.70 - \$73,257.94</b>
Posting Number <b>613-24</b>	Position Number <b>009638 &amp; 009613</b>	Number of Positions <b>2</b>	Posting Period * From: <b>09/10/2024</b> To: <b>09/24/2024</b>
Location: <b>Public Health Environmental Laboratory 3 Schwarzkopf Drive, Ewing, NJ 08628</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

### GENERAL DESCRIPTION

Under the general supervision of a Quality Assurance Coordinator or other supervisory official in the Department of Health, follows assigned quality assurance functions to support regulatory compliance requirements by following established policies, procedures, and related standards for the laboratory; performs other duties as required. PHEL is seeking one (1) Quality Assurance Laboratory Technician.

As assigned, assists the Quality Assurance Officers (QAO) in the review of laboratory records that are subject to regulatory agencies such as CAP, CLIA, NJDEP, EPA and FDA.  
Perform calibration of support equipment such as timers, centrifuge and thermometers.

Obtain quotes and create orders for calibration service, reagents, materials and other supplies.  
Provide training related to laboratory quality assurance maintenance and/or calibration procedures.  
Assists QAO in internal audits and investigations and other special projects as assigned.

Participates in Quality Improvement initiatives and collect statistics and other key performance improvement metrics.  
Candidate will be expected to learn and use an electronic document management systems and operate various softwares that uses charts, graphs and tabulations.

Assists the Quality Assurance program with the management of records to comply with the record retention requirements.

Assist in the preparation of clear, technically sound, accurate, and informative statistical and other related reports.  
Timely, consistent and high-quality work habits including attention to detail are essential.

Participates in continuing education opportunities.

Follows all confidentiality and safety policies and procedures.

Ideal candidates will have articulate, clear, and concise written and verbal communication skills, the ability to read and quickly comprehend authoritative and instructional literature of varying complexity, an ability to maintain focus in a high-paced boisterous environment while multi-tasking, and proficiency with Microsoft Office.

### 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.

Five (5) years of experience assisting in a modern laboratory performing specimen receiving, sample preparation, media preparation, equipment calibrations, or quality control activities.

OR

Possession of an associate degree or sixty (60) semester hour credits from an accredited college or university; and three (3) years of the above-mentioned experience.

**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:  
**PSTLABS@doh.nj.gov**
- Mail the required documents to:  
**Chova Joyner, Executive Assistant 3**  
**Public Health and Environmental Laboratories**  
**Reference Posting #**  
**New Jersey Department of Health**  
**PO Box 361**  
**Trenton, NJ 08625-0361**

**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](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.**