



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 Training Technician 1 [Classified Competitive]			Salary P18 \$54,351.06 - \$76,649.82
Posting Number 642-24	Position Number 035858	Number of Positions 1	Posting Period * From: 09/26/2024 To: 10/10/2024
Location: Greystone Park Psychiatric Hospital 59 Koch Avenue Morris Plains, NJ 07950			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the close supervision of a Training Technician 3 or 4, or other supervisory official in a State department, institution, or agency outside of the Civil Service Commission, organizes and conducts basic agency specific introductory training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually for the purpose of improving individual and/or organizational performance, or in the Civil Service Commission as part of Center for Learning and Improving Performance (CLIP), organizes and conducts basic introductory training courses, classes, workshops, seminars and other learning opportunities for the purpose of improving individual and/or organizational performance; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

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.

Five (5) years of professional experience in work involved in planning and carrying out training programs of varied types, such as employee training, adult education, and/or group education; or teaching in an elementary school setting through college which shall have included curriculum development and/or the organization of learning programs, or any combination thereof.

OR

Possession of a bachelor's degree from an accredited college or university, and one (1) year of the above-mentioned professional experience.

OR

Possession of a Master's degree in Education or a related field.

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



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IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PST.GPH@doh.nj.gov
- Mail the required documents to:
**Melissa Ballard, Manager 2, Human Resources
Greystone Park Psychiatric Hospital
Reference Posting #642-24
New Jersey Department of Health
59 Koch Avenue
Morris Plains, NJ 07950-4400**

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.