



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 Quality Assurance Laboratory Technician [Classified Competitive]			Salary P17 \$51,987.70 - \$73,257.94
Posting Number 644-24	Position Number 009613	Number of Positions 1	Posting Period * From: 09/27/2024 To: 10/11/2024
Location: Public Health and Environmental Laboratories 3 Schwarzkopf Dr. Ewing, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the general supervision of a Program Manager/QA 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 Clinical laboratories; performs other duties as required.

As assigned, assists the Program manager/QA Coordinator in the review and evaluation of proficiency testing findings reported by participating licensed NJ State laboratories to determine if the laboratory is following State regulations regarding laboratory proficiency testing (PT) performance.

Reviews and records results for PT program surveys on Staff grade lists within 10 days of receipt for most PT providers. Implements CLIS "adverse action" and unsatisfactory PT policies and procedures, when necessary, within 2 days of finding failure.

Answers phones, responds to licensing and PT related questions, or refers calls to appropriate staff for response within 2 days of receipt.

Assists in maintaining files for currently licensed laboratories and for PT review. Tracks and reviews Plan of Corrections (POC) documents submitted by the state laboratories for proficiency testing adverse actions for acceptability.

Determines if the POC is acceptable or unacceptable, requests/obtains additional documentation; ensures that amended POCs are returned within ten days.

Prepares correspondence designed to convey information concerning the regulations and procedures of the Department. Prepares accurate and timely reports as required. Maintains essential records and files.

Participates in Quality Improvement initiatives and collect statistics and other key performance improvement metrics. Candidate will be expected to learn and use the electronic Aithent Licensing System (ALiS), make entries into the ALiS of initial data, renewal data, corrected data, etc. within 3 days of receipt and produce ad hoc reports as necessary and when requested within a day of the request.

Assists the Quality Assurance program with the management of records to comply with the record retention requirements. Assists Clinical Laboratory Licensing/PT Review Program staff when needed. Processes renewal collection station and laboratory license applications during the busy license renewal season. Handles laboratory licensure phone calls by answering questions or taking messages to refer to the appropriate staff.



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Participates with professional staff in conducting investigations, task forces, special studies, and innovative projects and, when required, prepares reports containing findings, conclusions, and recommendations.
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)

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 #644-24
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.*



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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.