



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

April 7, 2021 NOTICE OF JOB VACANCY #21-127

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Program Specialist 4
SALARY: \$78,796.60 to \$112,372.72
LOCATION: Division of Consumer Affairs
Board of Medical Examiners
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Executive Director the Board of Medical Examiners, oversees the Board's Medical Practitioner Review Panel and manages the operations of this unit that is responsible for reviewing and presenting medical malpractice cases for disciplinary assessment. Oversees the disciplinary filings and compliance with Board Orders. Conducts follow up on investigations, schedules meetings, conducts meetings, and drafts agendas and minutes of the Panel. Coordinates filings of Orders and follows up to ensure compliance with the Orders and reports to the National Practitioner Databank; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory 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.

PREFERENCE: Preference will be given to applicants with a JD; or a degree in medicine; or, a degree in nursing.

RESUME NOTE: Eligibility determinations are based upon information presented in resume only. 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.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-127 and a current resume on or before the closing date of April 21, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Division of Administration
Human Resource Management
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

