



State of New Jersey

PHILIP D. MURPHY
Governor

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

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 20, 2021 NOTICE OF JOB VACANCY #21-315

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Supervising Investigator, Law and Public Safety
(Director of Nurse Discipline)

SALARY: \$80,372.53 to \$114,620.23

LOCATION: Division of Consumer Affairs
Board of Nursing
124 Halsey Street
Newark, NJ 07114

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of a supervisory official in the Office of Consumer Protection, Division of Consumer Affairs, will process complaints received by the Board of Nursing, including review of complaint documents and preparing Demand for Statements Under Oath; prepare warning letters and letter agreements and track compliance; review investigative reports submitted to the Board for action; act as the liaison between impairment programs and the Board; enter disciplinary orders into the national tracking database; draft Orders of Voluntary Surrender, Letters of Summary Suspension, and other disciplinary documents; participate in Investigative Inquiries conducted by the board and summarize findings for Board agenda; review and approve courses submitted to the Board (for courses by Order and courses by letter); assist Board attorneys in drafting subpoenas; refer matters to other agencies, as deemed appropriate by the Board; supervise staff engaged in discipline review and performing other board functions; perform other duties to support the Executive Director of the Board.; performs other related work as required.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports; **OR** Five (5) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Five (5) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; **AND** One (1) year of the five (5) years of experience shall have been in a team leader or lead investigator capacity.

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

Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience. *A copy of your transcript indicating completion of the internship as part of your undergraduate degree program in Criminal Justice or a related field must be provided in order to meet this substitution requirement. Failure to do so may result in disqualification.*

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field may be substituted for one (1) year of the non-supervisory experience.

LICENSE: Appointee 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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants possess a license as a Registered Nurse. *A copy of your license is required to receive preference.*

RESUME NOTE: Eligibility determinations will be 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 its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-315, current resume and a copy of college transcripts (for internship substitutions only) on or before the closing date of October 4, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resources 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.

