



## State of New Jersey

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

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Governor

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Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

May 25, 2023

### NOTICE OF JOB VACANCY

#23-353

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements indicated below.

**TITLE:** Occupational Health Consultant Trainee

**SALARY:** \$46,431.86

**LOCATIONS:** [Juvenile Justice Commission](#)  
Office of Administration – Health Care & Safety Services  
1001 Spruce Street Suite 202  
Ewing, NJ 08638  
*Statewide travel required to perform work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under close supervision of a supervisory official in a state department or agency, as a trainee and productive worker, assists in the conducting of onsite occupational health consultation visits with small businesses to expedite compliance with applicable standards, rules, and regulations; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/03112.htm>

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree in Occupational Health, Industrial Hygiene, the Biological, Physical or Environmental Sciences, or Industrial or Chemical Engineering. *Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit proof of degree completion, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

**SPECIAL TRAINING:** Appointees may be required to complete a specialized training course for Compliance Safety and Health Officers conducted by the Occupational Safety and Health Administration.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**ADVANCEMENT:** Appointees who successfully complete the 12-month trainee period will be eligible for advancement to the following title under Civil Service Commission procedures: Occupational Health Consultant 4.

**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 the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC 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.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-353, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **June 8, 2023**.

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.

