



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

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| <b>POSTING #:</b><br>2024 - 073 - R | <b>ISSUE DATE:</b><br>September 10, 2024 | <b>CLOSING DATE:</b><br>September 24, 2024 |
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| <b>TITLE:</b> Assistant Chief Occupational Safety            | <b>OPEN TO:</b> State Wide (all Departments/State Employees) |                   |
| <b>DIVISION:</b> Property Management & Construction          | <b>TITLE CODE:</b> 55925                                     | <b>RANGE:</b> R29 |
| <b>UNIT:</b> Special Services                                | <b>WORKWEEK:</b> NL (35 hours)                               |                   |
| <b>LOCATION:</b> 33 West State Street, 9th Floor, Trenton NJ | <b>SALARY RANGE:</b> \$89,575.39 - \$127,744.57              |                   |

### JOB DESCRIPTION

The New Jersey, Department of the Treasury, Division of Property Management and Construction, is seeking an Assistant Chief Occupational Safety. The selected candidate assists in administering the statewide ergonomic program, applying uniform standards, rules, and regulations. They will work in conjunction with other state departments to cooperate on special emphasis programs, such as Ergonomics and ADA compliance. The selected candidate will assist the Department of Treasury Health and Safety program: including but not limited to Right to Know, Hazard Communication, Asbestos Awareness, Safe Lifting, Ergonomics and Forklift Training. The candidate will also initiate corrective action when employers fail to alleviate a serious occupational safety hazard or violate OSHA, Right-to-Know, and/or other appropriate standards or regulations; oversees the development of customized and general training programs to ensure that subject area and content is in conformance with all OSHA and/or PEOSHA standards; ensures planning and implementation of appropriate staff training on safety and health issues; prepares and supervises the preparation of clear, accurate and timely reports containing findings, conclusions, or recommendations on enforcement, training, and/or consultative matters; interprets OSHA standards, regulations and laws. The selected candidate will also advise staff of changes to ensure uniform application; executes program priorities; provides assignments and instructions to employees and supervises the performance of their work; develops and implements promotional and outreach activities for occupational health and safety programs. They may also perform other related duties.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Education & Experience:** 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.

Eight (8) years of professional experience in the identification, analysis and/or solution of workplace safety hazards involving the application of Federal OSHA safety standards, two (2) years of which may include mine safety inspections or safety and health training.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, two (2) years of which may include mine safety inspections or safety and health training.

**-OR-**

Possession of a Master's degree from an accredited college or university, in Industrial Hygiene, Industrial or Chemical Engineering, the Physical, Environment or Biological Sciences or Occupational Health; and three (3) years of the above-mentioned professional experience, two (2) years of which may include mine safety inspections or safety and health training.

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

**Note:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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## IMPORTANT NOTES

**Open to the following:**

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

## GENERAL NOTES

**Vacancy Notice :**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

## INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on September 24, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024- 073 - R Assistant Chief Occupational Safety" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer