



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

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| <b>POSTING #:</b><br>2024 - 142 - S | <b>ISSUE DATE:</b><br>October 8, 2024 | <b>CLOSING DATE:</b><br>November 6, 2024 |
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| <b>TITLE:</b> Occupational Safety Consultant 2                | <b>OPEN TO:</b> State Wide (all Departments/State Employees) |
| <b>DIVISION:</b> Risk Management                              | <b>TITLE CODE:</b> 03945 <b>RANGE:</b> P25                   |
| <b>UNIT:</b> Compliance and Regulatory Affairs                | <b>WORKWEEK:</b> NL (35 hours)                               |
| <b>LOCATION:</b> 20 West State Street, 6th Floor, Trenton, NJ | <b>SALARY RANGE:</b> \$74,534.83 - \$105,943.75              |

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Risk Management seeks an Occupational Safety Consultant 2. Under the general supervision of a supervisory official in the Division of Risk Management, the appointee will perform regular complex on-site safety inspections and investigations of facilities and properties occupied by all State Departments and agencies throughout the State of New Jersey, to identify, address and remedy present and potential workplace safety hazards, in accordance with Occupational Safety and Health Administration (OSHA) standards, and/or the Public Employees Occupational Safety and Health Act (PEOSH) regulations.

The appointee will conduct Occupational Safety consultation visits to assist departments and/or facilities in developing training and educational programs for risk assessment and loss prevention. They will assist in the creation and functioning of risk management committees in each of the principal State departments. They will take the lead over lower-level investigators on joint inspections and investigations of State facilities, assisting the investigator and the State agency in addressing and resolving the underlying issue on a given claim or case, to prevent future accidents and claims.

The appointee will review the Division's quarterly Multiple Claims History Reports and/or Forms, the Accident Prevention Worksheets, the Quarterly Claim File Review Checklist and Forms, and the Departmental Monthly Accident and/or Claims Report generated by IT. Additionally, review select work-related claims filed against the State to identify potential fraud, abuse, and opportunities for training. The appointee will also help improve loss and accident prevention policies and procedures. Additionally, prepare and disseminate periodic comprehensive reports, risk analysis and assessments, which identify the present and potential safety hazards at each given State facility.

The appointee will provide accurate findings, conclusions, and recommendations on the appropriate loss control, and accident prevention methodology and control systems, aiming to lower the number of accidents and resulting claims that are filed against the State of New Jersey. These reports and assessments will pertain to on-site inspections and investigations, along with an examination and analysis of all relevant risks, accidents, claim files, reports, and forms. The appointee will assist in the training of new staff members, and attend the Statewide Risk Management Committee, and Treasury Health & Safety Committee meetings.

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.



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### POSITION REQUIREMENTS

**Education & Experience:**

Seven (7) years of professional experience in the identification, analysis and/or solution of workplace safety hazards involving the application of Federal OSHA and/or nationally recognized safety standards.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**-OR-**

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**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.

### 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. 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.



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### GENERAL INFORMATION

**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, OPT, or H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on November 6, 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- 142- S Occupational Safety Consultant 2" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*