



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 049 - P	<b>ISSUE DATE:</b> February 21, 2024	<b>CLOSING DATE:</b> May 3, 2024
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<b>TITLE:</b> Occupational Health Consultant Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Property Management & Construction	<b>TITLE CODE:</b> 03112 <b>RANGE:</b> P95
<b>UNIT:</b> Special Services Unit	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 33 West State Street, Trenton, NJ 08608	<b>SALARY RANGE:</b> \$ 48,056.98-50,229.66

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction, Special Services Unit, is seeking an Occupational Health Consultant Trainee. Under close supervision of a supervisory official in a state department or agency, the Occupational Health Consultant Trainee would conduct air sampling, analysis and evaluations of ventilation systems. Evaluates and/or collects samples of atmospheric dusts, fumes, mists, gases and vapors and operates direct-reading instruments to measure physical, chemical and biological stresses in the workplace environment for both State owned and leased facilities. Prepares written reports of field visit findings which contains identification and nature of the specific or potential hazards and their locations in reference to applicable state and federal standards. Advises management and any unhealthy conditions, discusses options for alleviation, and offers the method or means to effect elimination of conditions, if feasible. Conducts ergonomic evaluations for treasury employees at State owned and leased facilities. Applies the proper application of ergonomic principles to identify and eliminate risk factors that cause, contribute or aggravate medical conditions. Prepares written reports detailing recommendations for the re-design of the current workstation and/or purchasing of the most suitable equipment as it relates to personal medical conditions or identified risk factors. Ensures compliance with state standards, codes, and ADA Supervises the re-design, delivery and installation of the recommended equipment. Provides training on proper postures and equipment adjustments. Initiates preparatory activities prior to site visits by reviewing appropriate work processes and associated hazards in accordance with applicable federal and state code regulations. Compiles data about the individual onsite visit relative to occupations health principles involved with toxicology, effects upon anatomy and physiology, chemical processes and the like, and makes determination or findings consistent with OSHA/PEOSHA, Right-to-Know, and other appropriate standards or regulations. Conducts follow-up visits to insure removal of a serious hazard or identified condition and reviews documentary evidence certifying the elimination of a hazard or violation. Reviews and provides interpretations of written documentation (biological monitoring, air sampling results, accident reports, safety data, asbestos survey and management plans, etc...) to assess success of in house controls. Develops educational materials on, and/or provides training in specific occupations or environmental related diseases, industrial, chemical, and physical hazards, methods of prevention, and principles of industrial hygiene. Provides training to new employees and 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:** 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.
- 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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.
- Trainee Titles** Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.
- Advancement:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the title among the following for which they have been trained: Occupational Health Consultant 4.



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### IMPORTANT NOTES

**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 May 3, 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- 049 - P Occupational Health Consultant Trainee" 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 IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer

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