



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Regulatory Officer 1 [Classified Non-Competitive]</b>			Salary <b>P26 \$72,836.90 - \$103,620.41</b>
Posting Number <b>174-23</b>	Position Number <b>067564</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/14/2023</b> To: <b>10/16/2023</b>
Location: <b>DOH-HIV, STD &amp; TB Services 55 No. Willow Street Trenton NJ</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>This position will review and analyze proposed, new and current federal/state laws and regulations relating to specific client service/assistance programs administered by the agency (including, but not limited to: HIV reporting laws, Harm Reduction rules and regulations, etc.) to determine and evaluate the subsequent impact on operations; identifies service areas requiring new, and/or revised policies and procedures; prepares draft material to effect new or revised policies and procedures. Will review and monitor specific program activities administered by the agency and makes appropriate recommendations to ensure that standards and procedures are followed, and that the quality of the program meets acceptable standards. Will review, analyze, and draft Data Use Agreement/Data Sharing Agreements (DUA/DSA) and Memorandums of Agreement/Understanding within the Division and partners outside the Division.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.</p> <p><b>EXPERIENCE:</b> One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.</p> <p><b>LICENSE:</b> Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.</p> <p>Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.</p> <p>Appointees 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 the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHIVAIDS@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Patricia Laird, Administrative Assistant 1 HIV, STD and TB Services Reference Posting #174-23 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - **RESUME NOTE:** *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 may result in your ineligibility.*
  - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their 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.*