



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title Investigator Trainee [Classified Non-Competitive]			Salary P95 \$50,229.66 - \$52,513.10
Posting Number 463-24	Position Number 009650	Number of Positions 1	Posting Period * From: 07/03/2024 To: 07/17/2024
Location: Office of the Commissioner Criminal Investigations Unit 55 N. Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the close supervision of a Supervisor of Investigations in the Criminal Investigations Unit (CIU), the Investigator Trainee will perform office and field duties involving the investigation of alleged criminal and non-criminal infractions of laws and regulations, including but not limited to license fraud, abuse, neglect, theft, improper conduct, misrepresentation, and negligence by licensees, applicants, employees and the public.

The trainee will learn to assist in investigating complaints and participate in joint investigations and/or surveillance pertaining to the administration or enforcement activities of licensing boards and agencies under the Department of Health. Additionally, the trainee will learn to assist in the preparation, issuance, and execution of legal documents such as notices of prosecution, affidavits, subpoenas, and warrants. Learns to prepare answers to complaints and inquiries by correspondence, telephone, or in person. As instructed, maintains record of indictments, convictions, violations, and documents relevant to investigatory matters.

ADVANCEMENT: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title of Investigator 1, Investigator 1 Unemployment Insurance/Disability Insurance, Investigator 3, Real Estate Commission, and other similar titles designated appropriate by the Civil Service Commission in accordance with the New Jersey Civil Service Commission procedures.

The inability of an employee in this trainee title to attain a level of performance warranting advancement to the titles listed above shall be considered as cause for separation.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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NOTE: 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.

Four (4) years of professional experience relevant to the position.

NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.



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OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: For positions located in the New Jersey Real Estate Commission, Department of Banking and Insurance, appointees will be required to successfully complete an New Jersey State approved Real Estate Salesperson pre-licensure course prior to advancement to the journeyman level. Failure to do so may result in separation from employment.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

LICENSE:

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTOC@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #463-24
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*



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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(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, or call CSC at (833) 691-0404.

PHEL Candidates:

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.

Direct Client Care:

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.

**New Jersey
First Act:**

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.

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.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.