



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

***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 \$75,386.19 - \$107,247.18</b>
Posting Number <b>227-24</b>	Position Number <b>009357</b>	Number of Positions <b>1</b>	Posting Period * From: <b>4/12/2024</b> To: <b>5/12/2024</b>
Location: <b>Office of the Commissioner Legal &amp; Regulatory Compliance (OLRC) 55 North Willow Street, Trenton NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under close supervision of a supervisory or designated official, the Regulatory Officer 1 will monitor requests made to the Department of Health pursuant to the Open Public Records Act ("OPRA"), subpoenas, or other channels. Will ensure accurate tracking of deadlines and responses for document requests and will assist the supervisory official in coordinating activities with the Office of the Attorney General and sister agencies to provide legally precise and complete responses to OPRA requests.</p> <p>This position will analyze OPRA requests, subpoenas, or other records requests, obtain responsive records, and prepare or approve responses to the same. The candidate will assist in preparing training and resource materials related to OPRA, subpoenas, and other records requests, provide summary updates on relevant caselaw and processes related to records requests, and implement and oversee continuous quality improvement regarding the record request process.</p> <p>The candidate must possess strong writing and critical thinking skills. A writing sample will be required.</p> <p>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.</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 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>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 the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			



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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 #227-24  
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](mailto: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.**