



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0044 **ISSUE DATE:** May 7, 2019
TITLE: Rooming and Boarding Home Compliance Officer **CLOSING DATE:** May 21, 2019
DIVISION / OFFICE /UNIT: Codes / Bureau of Rooming and Boarding House Standards
SALARY RANGE: P23: \$58,687.32 - \$83,251.56
LOCATION: DCA Building, 101 S Broad Street, 3rd floor, Trenton **NUMBER OF POSITIONS:** 1

- OPEN TO:** **Department-Wide (Department of Community Affairs Employees ONLY)**
 All Departments/Agencies (State Employees with permanent status ONLY)
 General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

In the Bureau of Rooming and Boarding House Standards, in accordance with the Rooming and Boarding House Act of 1979, the Health Care Facilities Planning Act, the Act Concerning Emergency Shelters for the Homeless and all corresponding regulations the Rooming and Boarding Home Compliance Officer will assess penalties for non-compliance; negotiate settlements and compromise with owners and/or their representatives; represent DCA at Office of Administrative Law proceedings; issue Orders vacating properties; review cases of non-compliance; respond to OPRA requests; interpret the statutes and regulations for code officials, tenant and property owners; respond to requests for administrative hearings; prepare stipulatory agreements; prepare pleadings to docket penalties and obtain writs; oversee the work of field and clerical staff; may perform other related duties as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

Graduation from an accredited college with a Bachelor’s degree

EXPERIENCE:

Two (2) years of technical experience in construction estimating or in construction code or housing code enforcement.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

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 the essential duties of the position.

- A promotable eligible exists within the unit scope.
 A promotional list exists within the unit scope.
 An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0044
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer