



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
 ADMINISTRATION
 PO BOX 325
 TRENTON, NJ 08625-0325

MIKIE SHERRILL
 Governor

SUSAN OCHS
 Acting Commissioner

DR. DALE G. CALDWELL
 Lt. Governor

TEL (609) 292-7272

ILA BHATNAGAR
 Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

| | | | | | |
|--|---|---------------------------------------|------------------|---------------------|--------------------------|
| POSTING NUMBER | 2026-BIA-033 | | | | |
| TITLE & TITLE CODE IF APPLICABLE | "Equal Employment Opportunity (EEO) Officer and Equity Officer" CSC Title: Equal Employment Opportunity Officer CSC Title Code: 65967 | OPENING DATE | March 2, 2026 | CLOSING DATE | Until position is filled |
| UNIT & LOCATION | Office of Administration Equal Employment Office Mary Roebling Building 20 W. State Street Trenton, New Jersey | TITLE RANGE & SALARY RANGE | Y98 \$100,000 | | |
| OPEN TO | Open to the public and to current State employees subject to any applicable New Jersey Civil Service Commission promotional and hiring restrictions. | | | | |
| TITLE DESCRIPTION | Under direction of the Assistant Commissioner of Administration, Deputy Assistant Commissioner of Administration or other managerial employee, the Equal Employment Opportunity (EEO) Officer will be responsible for thoroughly investigating claims brought pursuant to the State Policy Prohibiting Discrimination in the Workplace (the "Policy"), ensuring employees' compliance with applicable anti-discrimination and anti-retaliation workplace statutes, rules and regulations, making recommendations for remedial action, training employees on the Policy, and other related duties. Supervision of staff may also be required. The EEO Officer will also be required to develop, coordinate, and implement the Department's Equity programs and initiatives. This position will be responsible for coordinating, planning, organizing, and ensuring the effectiveness of goals and objectives of all department, agency, or commission civil rights and equal employment opportunity activities in accord with all applicable New Jersey Statutes annotated, Gubernatorial Executive Orders, and various federal laws; does other related duties as required. | | | | |
| EDUCATION & EXPERIENCE REQUIREMENTS | Education: Graduation from an accredited college or university with a Bachelor's degree required. Graduation from an accredited law school and Juris Doctorate degree preferred . Experience: Four (4) years of administrative experience in the management and coordination of specific programs including the accomplishment of program objectives by dealing with various elements of a large organization, two (2) years of which shall have been in a supervisory capacity. Preferred Experience: At least two (2) years of experience either investigating employment discrimination claims or legally representing the State in employment litigation matters preferred. Strong written and oral communication skills preferred, as well as a demonstrated ability to conduct interviews in conjunction with time-sensitive, detailed workplace investigations. NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. | | | | |

Visit us on the Web at dobi.nj.gov

New Jersey is an Equal Opportunity Employer • Printed on Recycled Paper and Recyclable

| | |
|---|---|
| <p>LICENSE REQUIREMENTS</p> | <p>A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF FILL IN DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED.</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> |
| <p>RESIDENCY REQUIREMENTS</p> | <p>The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p> |
| <p>GENERAL INFORMATION</p> | <p><u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance.</p> <p><u>Telework:</u> This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.</p> <p><u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".</p> |
| <p>APPLICATION INSTRUCTIONS</p> | |
| <p>Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at recruitment_hiring@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.</p> | |

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.