



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
 ADMINISTRATION
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ILA BHATNAGAR
Assistant Commissioner

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

POSTING NUMBER	2026-BIA-044				
TITLE & TITLE CODE IF APPLICABLE	"Equal Employment Opportunity (EEO) Officer and Ethics Liaison Officer (ELO)" Civil Service Title: Equal Employment Opportunity Officer Civil Service Title Code: 65967	OPENING DATE	May 27, 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 \$120,000		
OPEN TO	Open to the public. Open to current State employees subject to any applicable New Jersey Civil Service Commission promotional and hiring restrictions.				
TITLE DESCRIPTION	<p><u>Under direction of the Assistant Commissioner of Administration, Deputy Assistant Commissioner of Administration or other Manager, the Equal Employment Opportunity (EEO) Officer will be responsible for performing the following work:</u></p> <ul style="list-style-type: none"> Promptly and thoroughly investigating claims brought pursuant to the State Policy Prohibiting Discrimination in the Workplace (the "Policy"), including conducting in-person interviews of complainants, respondents and witnesses Ensuring employees' compliance with applicable anti-discrimination and anti-retaliation workplace statutes, rules and regulations Recommending appropriate remedial action Training the Department's employees on the Policy 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 Other related duties as required <p><u>This position will also function as the Department's Ethics Liaison Officer to the New Jersey State Ethics Commission (NJSEC) and will be responsible for performing the following work:</u></p> <ul style="list-style-type: none"> Receiving training from NJSEC and performing all liaison duties with NJSEC on behalf of the Department as needed Fully familiarizing oneself with the Uniform Ethics Code and supplemental departmental Ethics requirements 				

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	<ul style="list-style-type: none"> • Receiving and analyzing the Department’s employees’ Attendance at Event requests for compliance with Ethics’ requirements • Receiving and analyzing the Department’s employees’ Outside Activity Questionnaires for compliance with Ethics’ requirements • Handling general inquiries from Department’s employees to ensure ethical compliance • Conducting in-person investigations into allegations of Ethics violations • Training the Department’s employees on Ethics requirements • Working collaboratively with other offices within the Office of Administration • Engaging in effective internal and external communications involving ethics matters while maintaining strict confidentiality • Other related duties as required
<p>EDUCATION & EXPERIENCE REQUIREMENTS</p>	<p>Required Education: Graduation from an accredited college or university with a Bachelor's degree required.</p> <p>Preferred Education: Graduation from an accredited law school and Juris Doctorate degree <i>preferred</i>.</p> <p>Required 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.</p> <p>Preferred Experience: At least two (2) years of experience investigating employment discrimination claims or legally representing the State in employment litigation defense matters. Detail-oriented, patient, clear written and oral communication skills.</p> <p>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.</p>
<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>

**GENERAL
INFORMATION**

Medical Accommodation Requests: 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.

Telework: This position may be eligible to participate in the Department's Telework Program, which offers eligible employees the opportunity to work remotely up to two (2) days per workweek, if approved by Management per operational needs, subject to the requirements of the Department's Telework Program. Please note that in-person attendance will be necessitated regularly in order to thoroughly conduct EEO and Ethics interviews in the course of performing investigations. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

Benefits: 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.

Hours of Work: The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. No-Limit (NL) titles are required to perform work beyond the stated hours of work, as needed, in compliance with applicable collective bargaining agreements and laws.

State as a Model Employer ("SAME") Applicants: 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 \(https://nj.gov/csc/same/overview/index.shtml\)](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".

APPLICATION INSTRUCTIONS

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.

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