



VACANCY ANNOUNCEMENT

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

Title Supervisor of Investigations [Classified Competitive]			Salary \$28 \$79,848.66 - \$113,786.94
Posting Number 25-23	Position Number 102741	Number of Positions 1	Posting Period * From: 01/12/2023 To: 02/02/2023
Location: Criminal Investigations Unit (CIU) 55 N. Willow St. Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The NJ Department of Health, Criminal Investigations Unit is seeking a highly motivated professional with strong leadership, managerial, and administrative skills, and subject matter expertise with the ability to collaborate and build strategic partnerships to serve as the Supervisor of Investigations under the direction of a Chief of Investigations or other supervisory officials of the unit. The selected individual plans, organizes, and supervises the work activities of the Criminal Investigation Unit. Assigns and reviews all work of subordinate supervising investigators and call center staff. The Supervisor of Investigations supervises and coordinates the investigation of criminal and civil violations under the purview of the Department of Health. Cases involve allegations of abuse, assault, neglect, fraud, theft, and misconduct in institutions and by personnel and facilities/services licensed by the Department. Serve as the unit liaison with the Administrative Office of the Court, the Office of the Attorney General, the New Jersey State Police, the Medicaid Fraud Prosecutor, the Motor Vehicle Commission, and other State and Federal law enforcement entities. Manages the work operations and implements organizational structure to ensure the unit complies with the required confidentiality and security requirements relative to evidence and sensitive documents. Prepares and supervises the preparation of detailed correspondence. Maintains and/or supervises the maintenance of confidential, essential records, reports, and files. Has responsibility for unit employee evaluations (ePARs), and for recommending the hiring, promotional, and disciplinary actions of unit employees. Supervises the training of staff personnel.

Special Note: Preference is given to those with supervisory experience in a law enforcement agency with oversight of investigations.

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)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of office and/or field experience conducting investigations, collecting evidence, and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud, misrepresentation, or other acts of criminal or civil misconduct, one (1) year of which shall have been in a supervisory capacity.

NOTE: Experience as a police officer performing criminal follow-up investigations(not preliminary investigations) may be substituted for the non-supervisory experience above on a year for year basis.

NOTE: Applicants who do not possess the required education may substitute experience in the investigation of criminal, civil, or regulatory matters on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of non-supervisory experience.

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 #25-23
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0355

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.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *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.*
- *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.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *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.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **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.*