



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

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| Title Supervisor of Investigations [Classified Competitive] | | | Salary \$28 \$82,643.36 - \$117,769.55 |
| Posting Number 191-24 | Position Number 056239 | Number of Positions 1 | Posting Period * From: 3/5/2024 To: 3/19/2024 |
| Location: Criminal Investigations Unit Office of Legal & Regulatory Compliance 55 N. Willow St. Trenton, NJ 08618 | | | Scope of Eligibility/Open to: Applicants who Meet the Requirements |
| GENERAL DESCRIPTION | | | |
| <p>The NJ Department of Health, Criminal Investigations Unit (CIU) 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 leading investigators and call center staff.</p> <p>The Supervisor of Investigations (SOI) 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 confidentiality and security requirements relative to evidence and sensitive documents. The SOI prepares and supervises the preparation of detailed correspondence and oversees the maintenance of confidential, essential records, reports, and files. Has responsibility for unit employee evaluations (ePARs) and for recommending unit employees' hiring, promotional, and disciplinary actions. In addition, this position supervises the training of staff personnel.</p> <p>Special Note: Preference is given to those with supervisory experience in a law enforcement agency with oversight of investigations.</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> | | | |
| REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES) | | | |
| <p>NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Eight (8) years of professional office and/or professional 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.</p> <p>NOTE: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above non-supervisory experience on a year for year basis.</p> | | | |



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OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

OR

Possession of a master's degree in public administration, business administration, social work, or criminal justice; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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.

KNOWLEDGE AND ABILITIES:

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 #
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, 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.