



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	052-26	ISSUE DATE:	2/17/2026	CLOSING DATE:	3/3/2026
TITLE:	Assistant Commissioner (Chief Operating Officer)				
LOCATION:	Department of Human Services Office of the Commissioner 222 South Warren Street Trenton, NJ 08625	RANGE:	M98		
		SALARY:	\$184,000.00		
		UNIT SCOPE(S):	K800		
		SERV. CLASS:	Unclassified		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	<p>Under the direction of the Commissioner or a Deputy Commissioner in a state department, institution, or agency, within a broadly defined area of objectives, formulates plans to accomplish the programs of the department; may provide advice to the Commissioner to assist in policy formulation and other policy matters; coordinates and integrates department's initiatives to achieve set goals and objectives; manages staff and work activities; prepares and signs official performance evaluations for subordinate staff; performs other related duties as required.</p> <p>SPECIAL NOTE: Will oversee critical operational functions including Information Technology, Facilities Management, and Property Management & Construction to ensure efficient, secure, and compliant operations.</p>				
NOTE:	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
REQUIREMENTS					
EDUCATION:	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE:	Nine (9) years of professional experience dealing with administrative work requiring independent interpretation of rules, regulations, and policies; dealing with the general public; governmental agencies or other business enterprises, five (5) of which shall have been in a managerial capacity.				
IMPORTANT NOTICES					
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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. You will be advised if the position for which you're being considered requires drug testing and how its administered.				
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.				
TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.				
SAME PROGRAM:	If you are applying under the NJ State as a Model Employer "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: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144.				
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.				
FILING INSTRUCTIONS					
Forward a cover letter, resume, and transcript (if applicable) electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-25, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer