



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 #:	056-26	ISSUE DATE:	2/19/2026	CLOSING DATE:	3/5/2026
TITLE:	Senior Executive Service				
LOCATION:	Department of Human Services Office of Property Management and Construction 222 South Warren Street Trenton, New Jersey 08625	RANGE:	M98		
		SALARY:	\$141,000.00		
		UNIT SCOPE:	K750		
		SERV. CLASS:	M		
OPEN TO:	General Public				

DESCRIPTION

DEFINITION:	<p>The Senior Executive Service (SES) Classification is composed of those positions in New Jersey State Government with managerial, policy executing, and/or policy influencing responsibilities.</p> <p>SES positions are designated by the departments, with the advice and consent of the Commissioner of Personnel, and approved by the Merit System Board. These positions have significant influence on the department's/agency's direction, mission, priorities, major goals and objectives and, most commonly, have significant control over substantial resources and/or responsibility for a major program operating organizational unit. SES positions may report to other SES or unclassified positions at an equal or higher level.</p> <p>The assignment of positions to specific levels of SES should reflect the levels reached by the Career Service within the department, as well as the degree and level of policy influence and execution SES will represent.</p>
SPECIAL NOTE:	<p>This position is responsible for the daily management and review the Office of Management and Construction; serves as the Department's Liaison to the Department of Treasury's Office of Property Management and Construction on all matters related to construction at the DHS facilities. Manages DHS's Capital Budget Request process including prioritizing projects Department-wide, the official submission to OMB and the preparation of testimony to the Commission on Capital Budget and Planning. Plans, organizes, supervises and evaluates the work of staff in the office.</p>

REQUIREMENTS

REQUIREMENTS:	<p>A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.</p> <p>Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.</p> <p>Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.</p> <p>Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.</p> <p>Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.</p>
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 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 <u>"Telework Program"</u> , 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	If you are applying under the NJ State as a Model Employer "SAME" program, your supporting documents (Schedule A or B

PROGRAM:	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