



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

|   |   |                          |                             |                      |           |
|---|---|--------------------------|-----------------------------|----------------------|-----------|
| <b>JOB POSTING #:</b>   | 083-25  | <b>ISSUE DATE:</b>       | 4/3/2025                    | <b>CLOSING DATE:</b> | 4/17/2025 |
| <b>TITLE:</b>   | Assistant Regional Administrator, Human Services  |                          |                             |                      |           |
| <b>LOCATION:</b>  | Division of Developmental Disabilities<br>Care Management & Provider Support –<br>Care Management Unit  | <b>RANGE:</b>            | & 32                        |                      |           |
|   |   | <b>SALARY:</b>           | \$102,944.26 - \$147,131.56 |                      |           |
|   | Any Community Services Office   | <b>CLASS OF SERVICE:</b> | Competitive                 |                      |           |
| <b>OPEN TO:</b>   | Current Division of Developmental Disabilities Employees with Underlying Permanent Status in a Competitive Title  |                          |                             |                      |           |
| <b>DESCRIPTION</b>  |   |                          |                             |                      |           |
| <b>DEFINITION:</b>  | Under administrative direction of the Administrator, Regional Operations, Human Services, is responsible for some combination of: overall activities of district offices; day care centers operated by Human Services; adoption and foster home recruitment/placement; supervision of social service programs provided by the County Welfare Boards/Agencies; coordination of social services with other state, county, and private agencies in the geographic area served; and/or purchase of service contract negotiation, monitoring, and evaluation; does other related duties as required.   |                          |                             |                      |           |
| <b>REQUIREMENTS</b>   |   |                          |                             |                      |           |
| <b>REQUIREMENTS:</b>  | 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.  |                          |                             |                      |           |
|   | Nine (9) years of professional experience in the delivery of a variety of social service programs, two (2) years of which shall have been in a supervisory capacity.  |                          |                             |                      |           |
|   | <b>OR</b>   |                          |                             |                      |           |
|   | Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.  |                          |                             |                      |           |
| <b>REQUIREMENTS:</b>  | <b>OR</b>   |                          |                             |                      |           |
|   | Possession of a master's degree in Social Work, Psychology, Public Administration, Guidance and Counseling, or other related area from an accredited college or university; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.  |                          |                             |                      |           |
|   | <b>NOTE:</b> "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.   |                          |                             |                      |           |
| <b>LICENSE:</b>   | 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.  |                          |                             |                      |           |
| <b>IMPORTANT NOTICES</b>  |   |                          |                             |                      |           |
| <b>NOTE FOR FOREIGN DEGREES:</b>  | Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.  |                          |                             |                      |           |
| <b>RESIDENCY:</b>   | Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment. |                          |                             |                      |           |
| <b>DRUG SCREENING:</b>  | If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you are being considered requires drug testing and how to proceed with the testing.   |                          |                             |                      |           |
| <b>NOTE:</b>  | * Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.<br><br>* <u>Telework</u> : This position may be eligible to participate in the Department's pilot " <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.  |                          |                             |                      |           |
| <b>FILING INSTRUCTIONS</b>  |   |                          |                             |                      |           |
| FORWARD <b>RESUME</b> AND COPY OF <b>TRANSCRIPT(S)</b> (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: <a href="mailto:DDD-CO.Resumes@dhs.nj.gov">DDD-CO.Resumes@dhs.nj.gov</a> |   |                          |                             |                      |           |
| You must include the <b>Job Posting #</b> , <b>Title</b> and <b>Last Name</b> in the subject line of your email. Example: (123-22, Clerk Typist, Smith)   |   |                          |                             |                      |           |

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New Jersey Department of Human Services is an Equal Opportunity Employer