



# 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>	241-24	<b>ISSUE DATE:</b>	5/28/2024	<b>CLOSING DATE:</b>	6/11/2024
<b>TITLE:</b>	Chief Bureau of Administrative Review and Appeals				
<b>LOCATION:</b>	Division of Family Development Office of Policy and Legal Affairs Bureau of Administrative Review and Appeals 6 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	M32		
		<b>SALARY:</b>	\$71,878.65 - \$100,638.17		
		<b>UNIT SCOPE:</b>	K500 – Division of Family Development		
<b>OPEN TO:</b>	Current Division Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under direction of the Director, Deputy Director or Assistant Director in the Division of Family Development, assumes responsibility for administering hearing functions attendant to public assistance programs administered by county welfare agencies and municipal welfare agencies; coordinates the preparation of responses to complaints and requests for information; maintains liaison functions with the Office of the Attorney General in connection with Judicial Appeals from fair hearing decisions; does other related work.				
<b>SPECIAL NOTE:</b>	This position is located in DFD's Office of Policy and Legal Affairs, Bureau of Administrative Review and Appeals (OPAL-BARA). The BARA Chief will oversee all BARA-related processes for the Division's programs, including but not limited to the supervision of BARA supervisors; oversight of the processing and transmittal of fair hearing requests including the development and implementation of system-related solutions; provision of review of and technical assistance to the County Social Service Agencies (CSSA) Fair Hearing Liaisons; communication with clients, CSSAs, Office of Administrative Law and Office of the Attorney General to ensure the correct application of hearing procedures and regulatory requirements and the writing and issuing of Final Agency Decisions (FADs) to ensure correct disposition and implementation of FADs.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<b>NOTE:</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.				
	Ten (10) years of professional experience in a public welfare agency, three (3) 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 six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.				
<b>OR</b>					
Possession of a master's degree from an accredited college or university in Public or Business Administration; and five (5) years of the above-mentioned professional experience, three (3) 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>SPECIAL NOTE:</b>	Experience in administrative law, public assistance/social service programs, serving low-income populations and/or using various case management systems is preferable.				
<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're being considered requires drug testing and how to proceed with the testing.
<b>NOTE:</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <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.</p> <p>* <u>SAME Applicants</u>: 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a> , or call 609-292-4144, option 3.</p>
<b>FILING INSTRUCTIONS</b>	
<p>Forward a cover letter and resume electronically to: <a href="mailto:dfdhrresumes@dhs.nj.gov">dfdhrresumes@dhs.nj.gov</a>  You must include the Job <b>Posting #</b>, and <b>Last Name</b> in the <b>subject line</b> of your email. <b>Example: (123-22, Smith)</b></p>	

New Jersey Department of Human Services is an Equal Opportunity Employer