



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

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

JOB POSTING NUMBER	531-21	ISSUE DATE	5/3/2021	CLOSING DATE	5/17/2021
TITLE	Senior Executive Service				
LOCATION	Division of Management and Budget OPIA – Incident Verification Unit 222 South Warren Street Trenton, NJ 08625	RANGE	\$116,779.00 - \$122,000.00		
		SALARY	Commensurate with education an experience		
		OPEN TO	Current State employees		
DEFINITION	<p>If you previously applied for Job Posting # 416-20, your resume remains under consideration.</p> <p>The Senior Executive Service (IVU-CIMU Chief) is responsible for the overall operation of the unit and is charged with evaluating the administration, objectives, efficiency, and effectiveness within the Office of Program Integrity and Accountability(OPIA) - Incident Verification Unit (IVU) and the Critical Incident Management Unit (CIMU). The SES is responsible for developing and implementing all operating policies and procedures of the unit and to monitor staff to ensure the provisions of The Stephen Komminos’ law are effectively implemented.</p> <p>The DHS Incident Verification Unit within OPIA is responsible for the review, analysis, and verification of incidents that involve allegations of abuse, neglect and/or exploitation and other serious incidents involving individuals receiving services in DHS facilities or community settings. The Critical Incident Management Unit (CIMU) is responsible for the overall management, oversight and administration of the DHS incident management and reporting system; including provider compliance and administrative reviews of provider follow up and investigations. The administrator is responsible to ensure the operational effectiveness and performance of the unit, as well as developing and implementing operating procedures, planning for and deploying staff effectively throughout the state, maintaining benchmarks and timeframes to ensure compliance with state regulations, drafting and analyzing reports to identify trends in an effort to minimize risk and enhance the quality of reporting, and providing leadership and guidance to staff.</p>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor’s degree.				
EXPERIENCE	Two (2) years of demonstrated experience managing and coordinating operations, supervising staff and/or performing functions and activities related to the work described above.				
NOTE	<ul style="list-style-type: none"> ➤ Preferred candidates should possess strong managerial skills to establish and implement policy, to provide effective oversight of supervisory and subordinate staff, and to represent the unit to internal and external stakeholders. ➤ The candidate should also possess the ability to work independently and collaboratively, think creatively to solve complex problems, and have superior oral and written communication skills. ➤ Preferred candidates will also have demonstrated experience using the DHS Incident Management and Reporting System. 				
NOTE FOR FOREIGN DEGREES	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.				
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 NOTICE					
RESIDENCY	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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer

