



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	680-21	ISSUE DATE	10/4/2021	CLOSING DATE	10/18/2021
TITLE	Senior Executive Service (Chief)	RANGE	M98		
LOCATION	Office of Program Integrity and Accountability Office of Licensing (OOL) 222 South Warren Street Trenton, NJ 08625	SALARY	\$116,779.00 - \$122,000.00		
		OPEN To	Current DHS employees		
DEFINITION	<p>The Office of Licensing is the licensing and regulatory authority of the Department of Human Service. OOL regulates programs serving persons with developmental disabilities and traumatic brain injuries. OOL assures the protection of health, safety, welfare and rights of individuals under DHS services through monitoring and inspection of community residences and private residential facilities. The OOL Chief is responsible for the overall management and supervision of the Office of Licensing (OOL).</p> <p>The ideal candidate 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 will be required to work independently and collaboratively, think creatively to solve complex problems, and must have superior oral and written communication skills.</p>				
REQUIREMENTS					
EDUCATION	Minimum requirement of a Bachelor's degree. A Master's Degree in management, public administration, social work or related field is preferred.				
EXPERIENCE	A minimum of three (3) years of experience in managing, coordinating operations and/or performing functions and activities related to the work described in the note below.				
NOTE	<p>The responsibilities of the Chief position include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Evaluating unit objectives, setting and maintaining goals, monitoring efficiency and effectiveness, and ensuring the unit meets operational requirements and mandates. Develops and implements the operating procedures of the unit, and overseeing unit staff ensure effective procedure implementation. Provides knowledge, expertise, and technical assistance to unit supervisory staff. Prepares reports and correspondence on complex, sensitive regulatory issues and correspondence related to other aspects of the Unit's operations. Analyze inspection reports and program responses to identify trends in an effort to minimize risk, and make recommendations to enhance the quality of services provided. Works with senior management to make complex, difficult, and sensitive determinations based upon the results of licensing violations and compliance histories. Conducts research on complex licensing and regulatory issues to ensure the department policies, procedures, and operations maintain integrity in the area of human services regulatory administration. 				
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