



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	681-21	ISSUE DATE	10/4/2021	CLOSING DATE	10/18/2021
TITLE	Assistant Division Director (Unclassified)	RANGE	M98		
LOCATION	Office of Program Integrity and Accountability Office of Investigations (OI) 222 South Warren Street Trenton, NJ 08625	SALARY	Commensurate with education and experience		
		OPEN To	Current DHS employees		
DEFINITION	<p>The DHS Office of Investigations conducts civil investigations; including gathering information, conducting interviews, analyzing records, testimony, materials and other evidence, and preparing investigative reports relating to allegations of abuse, neglect and/or exploitation incidents involving individuals receiving services in DHS programs, community settings or facilities.</p> <p>The Assistant Division Director plans, organizes, coordinates and directs all administrative activities and managerial functions of the Office of Investigations. The Director is responsible for the management and supervision of state-wide, regionally-based investigative units. The ideal candidate will possess strong problem-solving skills, excellent oral and written communication skills, and public presentation skills. The candidate will have effectively demonstrated management skills in the establishment of program goals, prioritizing, planning, and evaluation methods. The candidate will be an experienced leader with knowledge of State, Local, and Federal laws as it relates to persons served. The candidate will be able to design, implement, and monitor systems for evaluating and measuring productivity, system efficiencies, and innovative changes to policies and procedures.</p>				
REQUIREMENTS					
EDUCATION	Minimum requirement of a Bachelor's degree. An advanced degree in management, administration, social work, criminal justice or other related field is preferred.				
EXPERIENCE	A minimum of seven (7) years of experience managing and supervising operational units and performing functions and activities related to the work described in the note below, including four (4) years of experience in a management capacity.				
NOTE	<p>The responsibilities of the Assistant Division Director position include, but are not limited to the following:</p> <ul style="list-style-type: none"> ❖ Plans, organizes, coordinates and directs all administrative activities and managerial functions of the Office of Investigations. ❖ Supervises and evaluates the administration, objectives, efficiency, and effectiveness of all activities within the unit and makes recommendations to improve the quality of services. ❖ Coordinates and oversees the development and implementation of activities in the areas of planning; DHS initiatives; unit operations, management and information systems; evaluation of proposed statutes, regulations, and administrative orders and legislation impacting DHS services. ❖ Represents DHS in all matters related to OI operations. ❖ Provides assistance to DHS executive staff, and other internal and external staff in carrying out unit functions. 				
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