



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	682-21	ISSUE DATE	10/4/2021	CLOSING DATE	10/18/2021
TITLE	Senior Executive Service (Director)	RANGE	M98		
LOCATION	Office of Program Integrity and Accountability 222 South Warren Street Trenton, NJ 08625	SALARY	Commensurate with Education and Experience		
		OPEN TO	Current DHS employees		
DEFINITION	The Director is responsible for overseeing all operations and activities within the Office of Program Integrity and Accountability (OPIA) and is a member of the Department of Human Service's Executive Management Team. The Director oversees and evaluates the administration, objectives, efficiency and effectiveness of all OPIA functions and activities. The Director provides leadership to the OPIA senior management team, and continually assesses the operational effectiveness of various programs, providing direction and methodical support to Unit Directors. The ideal candidate will have proven experience in an executive management role or other high-level managerial position, will have experience in developing strategies and plans, and must have superior oral and written communication skills.				
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 seven (7) years of experience as an administrator in a large government or private organization directly related to the functions of the position to be filled, four (4) years of which will have involved management responsibilities.				
NOTE	<p>The Director has administrative responsibility for licensing human services programs; conducting civil investigations of abuse, neglect, exploitation and other serious incidents; management and organizational response to incidents occurring in facilities and community settings; and management of employment controls. OPIA is comprised of the following: Office of Licensing, Office of Investigations, Office of Performance Management, Employment Controls and Compliance Unit, Incident Verification Unit, Field Safety and Services Unit, and The Office of Nutrition.</p> <p>The responsibilities of the Director position include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Represents OPIA to internal and external stakeholders, develops liaisons and maintains cooperative working relationships with public and private entities to ensure and promote consistency in practice and to achieve the goals and objectives of the Department of Human Services. • Prepares extensive correspondence in the course of official duties, including statistical, financial, progress and other reports containing findings, conclusions and recommendations. • Monitors and evaluates bills in the legislature that have potential to effect OPIA policies and administrative activities, and plans for probable outcomes if enacted. • Interprets applicable federal and state regulations and directs the development of protocols necessary to ensure that Departmental program operations are conducted in accordance with applicable regulations. • Oversees the preparation and subsequent monitoring of the Unit's expenditures, budget briefing materials and other administrative functions of the office. 				
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

