



VACANCY ANNOUNCEMENT

Posting #: 2024-221		Issue Date: 6/10/2024		Closing Date: 7/8/2024	
Title: Supervisor, Employment and Training Programs (Competitive)		Range/Title Code: R29/64866		Salary: \$86,546.27 - \$123,424.67	
Unit Scope: Statewide Career Service		Location: ORI, 5th Floor, Trenton, NJ 08625 (N725)		Workweek: NL	
				# Vacancie(s): 1	

Job Description

About the Office of Research and Information (ORI):

We are NJ’s premier source for economic, labor market, and demographic data and analysis. We drive innovation by embracing diversity, creative thinking, and collaboration with internal and external stakeholders. ORI’s services and solutions help New Jerseyans – students, jobseekers, business owners, and policy makers alike – make informed, data-driven decisions. Our team is responsible for:

- Developing, analyzing, and disseminating labor market and demographic data;
- Preparing reports for the State and Federal government agencies that fund Labor’s workforce and worker benefit programs;
- Providing performance measurement, business intelligence, and evaluation services that promote the continuous improvement of Labor programs;
- Developing user-centric digital tools to guide New Jerseyans’ career planning activities;
- Overseeing the review and approval of NJ’s private career schools and maintain the Eligible Training Provider List; and
- Serving as the data backbone for strategic enforcement and compliance activities undertaken by Labor’s worker protection programs.

About the Role:

Are you passionate about quality and equity for learners and workers in training and employment outcomes and want the opportunity to do transformative and innovative work with a positive impact on New Jersey residents?

The Center for Occupational Employment Information is seeking a **Supervisor of Employment and Training Programs** to advance the mission and vision of the Center for Occupational Employment Information (COEI). The Supervisor of Employment and Training Programs will oversee the Training Evaluation Unit (TEU). The TEU is responsible for the review and approval of private career schools in collaboration with the New Jersey Department of Education, as well as the maintenance of the Eligible Training Provider List (ETPL) on New Jersey Training Explorer. In New Jersey, only ETPL providers may receive state or federal training dollars. Working with our labor market analysts, the TEU also publishes the labor-demand occupation list and determines eligibility for local training program exceptions.

The TEU Supervisor will manage the day-to-day operations for rigorous quality assurance/consumer protection framework as applied to the ETPL. With support from the Office of Research and Information office and analytical staff, the TEU Supervisor will oversee, Intelligrants (IGX) system, the new digitized system of record for Training Providers streamlining the private career school and ETPL application and reporting processes.

Supervisor of Employment and Training Programs is responsible for:

- Overseeing day to day unit operations, performance, and creating a culture of innovation, creativity, and well-being.
- Planning, develop, and implement Training Evaluation Unit goals, policies, and procedures.
- Reviewing and analyzing laws, regulations, and other Federal and State documents related to employment and training to ensure compliance within a highly regulated area of government.
- Implementing and conducting} research activities and projects; conducting surveys at the State and Local levels.
- Providing technical assistance and training to Training Providers and Local Areas to ensure the successful planning and operation of employment and training programs.

- Organizing and analyzing training data, preparing monthly program reports, identifying deficiencies, and providing recommendations for process and system improvements.
- Working closely with the software developer and stakeholders to craft user-centered solutions.
- Participating in the identification of industry recognized credentials and in-demand occupations.

Full Civil Service specifications can be found [HERE](#).

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- | | |
|--|---|
| • Alternate Work Week* | • Telework* |
| • Deferred Compensation | • 100% Tuition Reimbursement* |
| • Health and Life Insurance | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs |

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

Open to New Jersey state career service employees who are currently permanent in any competitive title and who meet the open competitive requirements below:

REQUIREMENTS:

NOTE: 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.

Nine (9) years of professional experience in the development, implementation, or coordination of multiphase employment and training programs in a large public or private agency, one (1) of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

OR

Possession of a Master's degree in Political Science, Education, Economics, Sociology, Psychology, Public Administration, or Human Resource Development from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

NOTE: "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.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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.

TO APPLY

If you qualify, **please submit a letter of interest, transcripts (if applicable), and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

EMAIL:

Human Capital Strategies

Recruitment Unit

LWDJobPostings@dol.nj.gov

Subject line must include the specific job posting number.

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL’s Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I DO have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____

Applicant/Employee’s Signature _____ Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.