



VACANCY ANNOUNCEMENT

Posting #: 2024-209		Issue Date: 05/30/2024		Closing Date: 06/13/2024	
Title: Division Director (Unclassified)		Range/Title Code: M98/62304		Salary: \$174,225	
Unit Scope: Statewide Public/Private		Location: Office of Finance & Accounting (Income Security, Rate Compilation & Compilation) Trenton, NJ		Workweek: NL	# Vacancies: 1

Job Description

The Division Director of Income Security, Rate Compilation & Compliance will report to the Assistant Commissioner/Chief Financial Officer of the Department of Labor and Workforce Development's, Office of Finance & Accounting, and is responsible for overseeing the accounting and federal and state reporting of the various Income Security Divisions to include the federally funded three Unemployment Insurance (UI) programs, the various UI Cares Benefit programs, UI Equity Grant, RESEA, Veterans Affairs, Labor Certification and Agricultural Wage, Office of Research & Information, Office of UI Modernization, ARPA UI Modernization Grants, etc. They will also oversee the accounting and state reporting for the special revenue funded programs of Temporary Disability Insurance, Family Leave Insurance, Disability Determination Services, Workers Compensation and Special Compensation.

They will also be responsible for overseeing the submission of the annual Resource Justification Model (RJM), which is the process by which the United States Department of Labor provides funding to the Unemployment Insurance program, and the quarterly UT- 3, which is the quarterly process which determines additional UT funding. This position will also be responsible for overseeing the federal annual indirect rate proposal and the newly required administrative overhead rate proposal, both of which impact federal expenditures and state reimbursements. This position will also be responsible for overseeing the annual state CMLA report.

This position will also be responsible for overseeing DOL's eCats timekeeping system, which includes monthly, quarterly, and annual reports that facilitate both fiscal and operational needs throughout the department and support the requirements of DOL's Cost Allocation Plan. They will additionally be responsible for the timely response to audit requests and overall enforcement of the rules and regulations that govern the income Security accounting areas. Additionally, this position will oversee the development of their staff and will assist the CFO with ad hoc projects and the overall management of the F&A Office.

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

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

Civil Service Commission Requirements (Education/Experience/Licenses)

THIS APPOINTMENT WILL BE SUBJECT TO CIVIL SERVICE COMMISSION APPROVAL.

EXPERIENCE: Six years of supervisory experience in functional areas of financial management such as budgeting, accounting, financial reporting, or fiscal analysis.

EDUCATION: Graduation from an accredited college or university with a bachelor's degree including or supplemented by twenty-one credit hours in any combination of Accounting, Business Administration, Economics or Finance courses budgeting, auditing, or financial or fiscal analysis. *Applicants must submit a copy of your unofficial transcripts to verify the required credits earned. Failure to submit unofficial transcripts with your resume may result in your ineligibility.*

NOTE: A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey state Board of Accountancy may be substituted for the bachelor's degree plus the twenty-one (21) credit hours in accounting.

NOTE: Applicants who have successfully completed the required 21 semester credit hours in accounting as specified above may substitute additional experience for the remaining education as indicated on a year for year basis.

NOTE: Preference will be given to applicants that have federal grant experience, federal reporting experience, NJCFS, NJSTART, and MACSE experience.

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.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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.