



New Jersey Department of Labor and Workforce Development
VACANCY ANNOUNCEMENT



Posting #: 2026-180		Issue Date: 07/08/2026		Closing Date: 07/22/2026	
Title: Management Improvement Specialist 2 (Competitive)		Range/Title Code: R31/50086		Salary: \$101,707.55 - \$150,105.15	
Unit Scope: Statewide Career Service		Location: Office of Information Management, Services & Solutions – Trenton, NJ (N193)		Workweek: NL	# Vacancie(s): 1

Job Description

The Office of Information Management, Services & Solutions (OIMSS) is seeking a Management Improvement Specialist 2 to support the Department's enterprise Artificial Intelligence (AI) initiatives and oversee the Data Analytics team. This position will work closely with executive leadership, business units, technical teams, and consultants to advance AI strategy, data-driven decision-making, business process improvement, and digital transformation initiatives that enhance operational efficiency and service delivery across the Department.

Key Responsibilities

- Support the development and implementation of enterprise AI strategies and initiatives.
- Coordinate AI-related projects, stakeholder engagement efforts, and business process improvement initiatives.
- Assist with developing AI governance standards, policies, procedures, and best practices.
- Supervise the Data Analytics team responsible for developing, maintaining, and enhancing enterprise dashboards, reports, and data visualizations.
- Collaborate with business units to identify reporting needs and promote data-driven decision-making across the Department.
- Serve as a liaison between business units, IT teams, vendors, consultants, and executive leadership.
- Identify opportunities to leverage AI, analytics, and emerging technologies to improve business processes and operational efficiency.
- Prepare reports, presentations, recommendations, and executive briefings related to AI and analytics initiatives.
- Support organizational change management, user adoption, and communications for AI and analytics initiatives.
- Coordinate project timelines, communications, deliverables, and implementation activities for assigned initiatives.

Qualifications

- Experience supporting modernization, process improvement, digital transformation, or strategic technology initiatives.
- Familiarity with Artificial Intelligence (AI) tooling, business intelligence, data analytics, dashboard development, or other emerging technologies.
- Experience coordinating cross-functional projects involving business and technical stakeholders.
- Knowledge of business process analysis, data governance, and project management principles.
- Strong analytical, organizational, communication, leadership, and problem-solving skills.
- Ability to manage multiple projects and priorities in a fast-paced environment.

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:

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| • 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 employees of the State of New Jersey who are currently permanent in a competitive title and who meet the open competitive requirements listed below:

NOTE: Applicants must meet one of the following or 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 project management, process improvement, consulting, or other similar work, three (3) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

OR

Possession of a master's degree in business administration, public administration, industrial engineering or other related area; and four (4) years of the above-mentioned professional experience, three (3) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

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 judgement 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)** by clicking on the link 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.**

Please Click Here to Apply:
[Management Improvement Specialist 2 # 2026-180](#)

- 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.