



Notice of Job Vacancy

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| Posting # 2021-069 | Issue Date 4/5/2021 | Closing Date 4/19/2021 |
| Title Assistant Director Career Services (SES) | Range/Title Code M98/90752 | Salary \$115,000.00 - \$125,000.00 |
| Unit Scope Statewide Career Service | Location Workforce Development Office of Career Services | Workweek NL # Vacancies 1 |

Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), Work from Home Program (determined by division), and employee training.

Under the general direction of the Director of Workforce Career Services, this position will oversee the administration of the One-Stop Career Center System (OSCC), including: Wagner Peyser Act (Employment Services), Jobs for Veteran Service Grant (JVSG), Reemployment Services Eligibility Assessment (RESEA), and Migrant and Seasonal Farmworker (MSFW) programs. This position is responsible for managing strategic partnerships in the fulfillment of workforce development service delivery with the Workforce Development Board Directors, One-Stop Operators, and other One-Stop Career Center partners.

ESSENTIAL FUNCTIONS:

1. Develop and implement an OSCC service delivery strategy that is responsive to the needs of employers and job-seekers.
2. Oversee the management and day-to-day operation of the One Stop Career Center system and ensure all staff can competently and professionally deliver services to One-Stop customers in a customer-focused and results-oriented way.
3. Oversee the administration of Wagner Peyser Programs (e.g. JVSG, MSFW, RESEA) requiring research, data collection, analysis, implementation, and reporting.
4. Routinely monitor program performance to ensure compliance with state and federal guidance and directives.
5. Serve as an effective change manager and promote a model of continuous improvement.
6. Advocate for the success of the One-Stop Career Centers system with partners, senior department leadership, and other stakeholders.
7. Assess the staffing needs of each One-Stop using customer volume and characteristics, funding availability, locally developed service delivery roles and responsibilities, and other relevant factors.
8. Develop organizational plans that provide program and office leadership, succession plans, and staff resources appropriate to the anticipated customer mix, such as balance between employment counselors, interviewers, support staff, and staff reflective of the community they serve, such as bi-lingual individuals.
9. Manage professional development activities for One-Stop staff.
10. Prepare budgets, cost-allocate staff charges among funding sources, compare budgets against obligations and expenditures, make midcourse adjustments, and justify expenditures and allocation schema.
11. Ensure on target performance results by reviewing staff work, identifying and resolving process and reporting issues, and negotiating realistic and achievable goals.
12. Advise the Director on matters related to facilities management and personnel related matters.
13. Perform other job-related duties as assigned.

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 requirements below:

EDUCATION: Bachelor's Degree from an accredited college or university in Public Policy, Public Administration Organizational Development or related field.

EXPERIENCE: Five (5) years of experience in Workforce Development with at least 3 years of experience being in management.

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.

Also,

- Knowledge of workforce development programs and funding sources compliance.
- Experience with program design and implementation.
- Excellent written, verbal, interpersonal, presentation, planning and organizational skills.
- Excellent management and leadership skills.
- Ability to adapt to a changing work environment and possess the flexibility to multi task and meet departmental needs.
- Ability to train, motivate and build a cohesive, team.
- Ability to interact effectively with various levels of staff, management, government officials, and the public.
- Ability to travel to various locations throughout the state.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above and include the Posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit

LWDJobPostings@dol.nj.gov

*Subject line must specify complete 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.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- 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.

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 |
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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.

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 _____