



# State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Acting Administrator*

## January 22, 2020 NOTICE OF JOB VACANCY #20-36

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Program Specialist 4  
(Director of Education and Training)

**SALARY:** \$78,796.60 to \$112,372.72

**LOCATIONS:** Division on Civil Rights  
31 Clinton Street, 3<sup>rd</sup> Floor  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Director of the New Jersey Division on Civil Rights (DCR), the Director of Education and Training is a member of the DCR Executive team and is responsible for building and leading an Education and Training Unit that: (1) creates and provides high quality trainings to members of the public, employers, housing providers, places of public accommodation, community leaders, and other stakeholders on what the New Jersey Law Against Discrimination requires and other important civil rights topics; (2) creates and provides high quality trainings, curriculum and materials to disrupt and address stereotyping and bias for both students and adults; (3) creates other educational materials to raise the profile of important civil rights issues; (4) creates trainings and curricula responsive to community and stakeholder needs. The Director of Education and Training will exercise broad responsibility over the Unit and will: formulate and manage the strategy, agenda and priorities of the Unit; provide management oversight of Unit staff; supervise the creation and presentation of all trainings conducted across the state; work with fellow DCR executives in the formulation and implementation of DCR's strategic plan, annual action plan, and policies; perform other duties as required.

### **REQUIREMENTS**

**EXPERIENCE:** Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**RESUME NOTE:** Eligibility determinations are based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy #20-36, a current resume, and a writing sample (unedited by others), on or before the closing date of January 28, 2020 to:***

Recruitment Coordinator:  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

