



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2022 - 078 - S	<b>ISSUE DATE:</b> July 27, 2022	<b>CLOSING DATE:</b> August 17, 2022
-------------------------------------	-------------------------------------	---

<b>TITLE:</b> Business Development Representative 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Cannabis Regulatory Commission	<b>TITLE CODE:</b> 55614 <b>RANGE:</b> P24
<b>UNIT:</b> Diversity and Inclusion Office	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 225 East State Street, Trenton, NJ 08625	<b>SALARY RANGE:</b> \$66,479.39 - \$94,376.42

### POSITION DESCRIPTION

The New Jersey Department of Treasury, Cannabis Regulatory Commission, Office of Diversity and Inclusion is seeking a Business Development Representative 2. The Business Development Representative 2 under the direction of the Cannabis Regulatory Commission's ("CRC") Director of Diversity and Inclusion or its designee will identify problems and barriers in the business community relating to management, finance, marketing, staffing, production, regulation, collects and analyzes data and identifies reasons such business falter or fail; develops and presents recommendations to ODI Director, CRC Staff, and commission concerning legislation, programs, or policies designed to improve performance of such business to meet our social equity and safety standards. Acts as lead liaison between Certified Minority, Women, and Disabled Veteran-owned Cannabis businesses and applicants and public and private agencies to present the concerns and needs of the businesses to employer councils, economic planning agencies, and other agencies state or local public or private. Will gather, measure, and disseminates information and data on the local and statewide cannabis market, MSOs (Multi-State Operators) other licensed cannabis businesses, and ancillary businesses. Will arrange for technical assistance to solve problems of businesses; ensures effective delivery of these services and data through a feedback mechanism from the businesses and the many public and private service agencies. Assists in the preparation of an annual report, and all relevant monthly and quarterly reporting regarding program activities and sets forth recommendations of methods to more effectively utilize the resources of the Office.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Three (3) years of experience providing professional services such as management, planning, training, organization, or financial assistance to new or expanding businesses.

**Note:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**Note:** A Master's degree in Business Administration, Economics, Finance, or a related field may be substituted for one year of the required experience.



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

## IMPORTANT NOTES

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

## INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on August 17, 2022:**

- Cover letter/Letter of interest
- Resume
- Proof of degree or transcript (if applicable)
- 

**Treasury Employment Recruiter**

**Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)**

**(Please list the "2022-078-S - Business Development Rep 2" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*