



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

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*Lt. Governor*

WILLIAM H. CRANFORD  
*Acting Administrator*

**March 13, 2020**  
**NOTICE OF JOB VACANCY**  
**#20-131**

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Law, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Supervising Management Improvement Specialist

**SALARY:** \$99,408.15 to \$142,266.87

**LOCATION:** Division of Law  
Director's Complex  
25 Market Street, 1<sup>st</sup> Floor  
Trenton, NJ 08625

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

The Supervising Management Improvement Specialist is charged with performing problem solving services for State agencies in areas that are described as organizational designs, operating procedures, information systems, and management and administrative planning and controls; determines scope of work and objectives to be accomplished for each study; assigns staff to project in accord with project needs, individual abilities, and workload priorities; guides staff in searching for new approaches or innovations; reviews projects in progress to determine status, nature of findings, and need for redirection; evaluates analysis, assumptions, and proposals for accuracy, appropriateness, and net impact on the client organization; directs the collection and recording of experiences and innovations of both this organization and others in an orderly manner so as to produce a repository of information on this subject for State agencies; provides management and technical assistance to State agencies in their development of productivity improvement projects, and supervises monitoring of productivity improvement projects; maintains liaison with counterparts in neighboring States on management improvement subjects; supervises the review of various departments' management, organization, and operations.

**DUTIES:** Supervising Management Improvement Specialist will serve in the Civil Service title of the same name; the Civil Service definition of the position and associated duties can be found in the job specification on the Civil Service Commission website at: <https://info.csc.State.nj.us/jobspec/50087.htm>.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Six (6) years of experience in the collection of information, the review, analysis, and evaluation of fiscal affairs, personnel management, administrative practices and procedures, data processing application and the recommendations of improved systems, methods, and procedures in a large business or government agency, two (2) years of which shall have been in a supervisory capacity.

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

**NOTE:** A Master's degree in Business or Public Administration, Industrial Engineering, or related area may be substituted for one (1) year of nonsupervisory experience.

**LICENSE:** Appointee 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.

**RESUME NOTE:** Eligibility determinations will be 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 #20-131 and a current resume on or before the closing date of March 27, 2020 to:***

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

**-OR-**

Recruitment Coordinator  
Division of Administration  
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.

