

STATE COMMISSION OF INVESTIGATION

**TITLE: EXECUTIVE DIRECTOR
STATE COMMISSION OF INVESTIGATION**

SALARY: \$175,000 - \$210,000 (commensurate with experience)

UNCLASSIFIED

NJSA 52:9M-9

DEFINITION

Serves as chief executive officer of the State Commission of Investigation (SCI) with overall responsibility for overseeing the strategic direction, operations, and performance of the agency.

EXAMPLES OF WORK

Under the guidance of the four Commissioners of the State Commission of Investigation, serves as the Executive Director, leading the operation of the SCI as more specifically described herein.

Determines the investigative priorities of the agency subject to final determination of the Commission. Generally supervises conduct of investigations. Initiates new investigations subject to Commission approval. Keeps informed and informs the Commission of progress of investigations. Generally allocates work assignments or investigative projects.

Makes recommendations to the Commission on proposed public actions. Reviews and approves final form and content of public actions (hearings and reports) subject to final Commission determination. Executes decisions of the Commission regarding investigations and priorities of SCI regarding public action of the Commission, and regarding conduct of investigations.

Screens, interviews and recommends applications for employment to Commission for final determination by the Commission. Recommends disciplinary measures and terminations relevant to employees. Recommends personnel compensation programs to Commission. Evaluates performance of personnel and makes recommendations regarding compensation of employees. Maintains work conduct guidelines and work hours and conditions and terms and maintains employees' adherence to same.

Recommends and supervises conduct of Commission litigation.

Provides advance approval of most expenditures. Prepares annual budget proposal subject to final Commission determination. Overviews on a monthly basis agency projections.

Maintains liaison with counterparts in law enforcement agencies involved in SCI investigations pursuant to Commission guidelines. Supervises and overviews the liaison of professional staff with their counterparts in law enforcement agencies.

May personally conduct investigations at times upon request of Commission.

Responds to media inquiries on the activities of the Commission pursuant to general Commission guidelines. Grants interviews to media on background and functions of the Commission and arranges interviews between media and the Commission on same subject. Makes recommendations on timing and content of proposed public statements by the Commission. Reviews and approves the final form

and content of press releases and other public statements of the Commission subject to final determination of the Commission.

Collects information and materials in support of budget proposal and prepares public statements in furtherance thereof.

Directs and performs liaison with Legislature on enactment of remedial recommendations resulting from SCI public actions and on the status and financing of SCI. Briefs legislators on the functions and powers of the Commission. Advises Commission on appropriate appearances by the Commission before legislative committees on proposed legislation of interest to the Commission, and on occasion appears on behalf of the Commission before such committees. Consults with legislators on their proposals for SCI investigations and makes recommendations to the Commission on same.

Furnishes reports or materials to the Commission relevant to Commission activities and prepares the minutes of the Commission meetings and Commission resolutions. Conducts and/or assigns staff to conduct courses on SCI investigative techniques and addresses or assigns staff to speak to citizen's organizations.

REQUIREMENTS:

EDUCATION:

Graduate of an accredited law school.

EXPERIENCE:

Extensive experience in conducting investigations into public corruption, white-collar and internet-related crime, organized crime and gang activities, and other violations of the public trust creating waste, fraud and abuse. Minimum of 7 years of leadership experience in a public or private organization.

LICENSE:

Holding of a current license in good standing to practice law in the State of New Jersey.

KNOWLEDGE AND ABILITIES:

Highest level of ability to write reports and correspondence. Knowledge and ability to conduct and supervise complex investigations. Highest level of ability to communicate both internally and externally.

SUPERVISION:

Directs up to 60 employee

Applicants who have recently applied within the last 6 months will be considered, but need not reapply.

Interested candidates should submit a cover letter, resume and three (3) references to:

Commissioners
New Jersey State Commission of Investigation
P.O. Box 045
Trenton, NJ 08625-0045

Resumes, cover letters, and references may also be sent through April 30, 2025 via email to:
staffing@sci.state.nj.us

➤ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

➤ In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all 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.

➤ The New Jersey State Commission of Investigation is an Equal Opportunity Employer.