



New Jersey Department of the Treasury Division of Taxation – Office of Criminal Investigation Diversity in Law Enforcement Recruitment & Hiring Program

About the Division of Taxation and the Office of Criminal Investigation

The Office of Criminal Investigation employs special agents who serve the law enforcement function of the Division of Taxation. The mission of the Division of Taxation is to administer the State's tax laws uniformly, equitably, and efficiently to maximize State revenues to support public services; and to ensure that voluntary compliance within the taxing statutes is achieved without being an impediment to economic growth.

The Office of Criminal Investigation, acting as the enforcement arm of the agency, is charged with the responsibility to enforce statutes and regulations concerning the administration of New Jersey tax laws relevant to economic and financial crimes.

Special Agent Trainee Applicant Requirements

The hiring of special agent trainees is conducted under the rules of the New Jersey Civil Service Commission (CSC). The applicant pool consists of full-time State employees who have permanent status in a competitive title and who meet the job posting requirements. Appointments resulting from a 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.

Job Specification: Under direction of the Chief or other supervisory official, in the Department of the Treasury, as a trainee and productive worker, learns to conduct intra and interstate investigative functions related to criminal and civil violations of New Jersey tax laws administered by the Division of Taxation; under close supervision, learns to recommend the initiation of legal proceedings against violators and assists in the preparation of legal documentation and presentment of evidence for prosecution in criminal and civil proceedings; does other related duties.

Current CSC requirements direct the following minimum qualifications for eligible applicants:

- Possession of a Bachelor's degree from an accredited college or university; or
- Four (4) years of professional experience conducting investigations, collecting evidence, and/or preparing investigative reports related to criminal and/or civil matters involving fraud, misrepresentation, or other acts of criminal and/or civil misconduct, or as a police officer performing criminal follow-up investigations (not preliminary investigations); or
- A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Appointees to the title of Special Agent Trainee will be required to satisfactorily complete all training courses mandated by the Police Training Commission (PTC), including the completion of instruction in the proper use of firearms during the Trainee period. Failure to satisfactorily complete the course is considered cause for separation.

Candidates certified from the eligible list for this title will be required to undergo medical and psychological examinations administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection and/or removal from the eligible list.

Appointees will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

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, OPT, or H1B visas are not eligible for employment.

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.

Agency Staffing

The Office of Criminal Investigation employs 26 special agents, 12 full-time civilians, and hourly interns on an as-needed basis. The demographics of the law enforcement personnel can be viewed in the Office of Criminal Investigation's Annual Report of Diversity in Law Enforcement Recruitment and Hiring. As of December 31, 2023, of the 26 special agents employed, 84.6% identified as male and 15.4% identified as female. Additionally, 84.7% of agents listed their race/ethnicity as White (52% State census population); 3.8% as Black or African American (12% State census population); 3.8% as Hispanic or Latino (22% State census population); and 7.7% as Asian (10% State census population).

Diversity in Law Enforcement Recruiting and Hiring Program

The Department of the Treasury is an Equal Opportunity Employer. The Equal Employment Opportunity/Affirmative Action Policy states "employment practices will be reviewed routinely to ensure that the protected classes are receiving fair and equal consideration for job opportunities, especially in the Officials/Administrators and Professionals categories. Actions shall be taken to encourage minorities, women, and persons with disabilities to apply for positions with the Department of the Treasury". Equal employment opportunity efforts and results will be incorporated into the annual objectives and education of every supervisor and manager. Good faith efforts will be made to meet employment and policy goals as adopted.

The Department of the Treasury also recently established the Diversity & Inclusion unit within the Division of Administration lead by the Diversity Officer and Legal Liaison. The responsibility of the unit is to assess, improve, develop, and effectively implement Treasury-wide Diversity, Equity, Inclusion & Belonging (DEI&B) programs, key workforce initiatives, and diversity metrics; and to facilitate the implementation of internal policies to support the Department's DEI&B goals—including the advancement of equity, talent acquisition, employee engagement, and inclusive culture building.

In addition to the Department of the Treasury practices, and pursuant to N.J.S.A. 52:17B-4.10 et seq., the Office of Criminal Investigation shall establish an agency program to (1) identify underrepresented groups and (2) take action to address any underrepresentation.

Program Goals: In order to effectively serve the residents of New Jersey, the Office of Criminal Investigation will strive to create a workforce that reflects the diversity of the communities we serve. To that end, the Office has identified several goals for the recruitment and hiring of special agents who are a part of the underrepresented demographic groups, including:

- The establishment of protocols for demographic measurements of the Office's special agent workforce, to be performed on an annual basis.
- The establishment of methods and protocols to encourage the recruitment and hiring of underrepresented demographic groups.
- Solidifying protocols for hiring, and onboarding candidates in a fair and impartial manner.
- Establish protocols for evaluating the success of the program and adjusting, as needed.

Addressing Underrepresentation

The Office of Criminal Investigation, with assistance from other Department of Treasury entities including the Diversity & Inclusion Unit and Human Resources, will address the underrepresentation of minorities and women through various efforts. Such efforts may include:

- Use of recruitment methods at Division hiring events that target underrepresented demographic groups by ensuring recruitment materials reflect visible diversity, are reviewed by a diverse team prior to release, and are delivered by a diverse recruiting team.
- Utilizing standardized forms in the application process that reduce subjective responses that may impact the hiring of underrepresented groups, and training the recruiting and hiring team on explicit and implicit bias.
- Instituting clear criteria for hiring and an oversight process for reviewing hiring decisions. With respect to hiring, consider making publicly available information on examples of background-check issues that can disqualify applicants.
- Assessing whether particular hiring eligibility requirements adversely affect any underrepresented group and, if so, reassessing whether the requirement is essential.
- Assessing what the barriers are to applications by underrepresented groups and devising solutions to overcome those barriers.

Methods of Evaluation

The Office of Criminal Investigation will use the Annual Law Enforcement Diversity Reporting Form to determine the long-term effectiveness of our Diversity in Law Enforcement Recruiting and Hiring Program. Program goals will be revised accordingly based on the annual data analysis.

Public Posting

In accordance with the Attorney General's guidelines, the Office of Criminal Investigation's Diversity in Law Enforcement Recruiting and Hiring Program will be posted on the Division of Taxation's website.