



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 072 - P	<b>ISSUE DATE:</b> May 16, 2023	<b>CLOSING DATE:</b> July 17, 2023
<b>TITLE:</b> Deputy Director	<b>OPEN TO:</b> General Public	
<b>FUNCTIONAL TITLE:</b> Deputy Director of Health Benefits & Finance	<b>RANGE:</b> X98	<b>WORKWEEK:</b> NL (35 hours)
<b>DIVISION:</b> Pensions & Benefits	<b>SALARY:</b> \$ 160,000.00	
<b>LOCATION:</b> 50 W State Street, Trenton, NJ		

### JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Deputy Director of Health Benefits and Finance. Under the direction of the Executive Deputy Director, is responsible for the oversight of all Division operations within Health Benefits, and Finance. Directly supervises the Assistant Directors of the Health Benefits Bureau and the Financial Services Bureau. Provides direction, oversight and resources necessary to enable the Health Benefits Bureau and the Financial Services Bureau to efficiently and effectively meet their mission. Oversees the development and preparation of the annual state budget for the employee benefit accounts including pension and active and retired health benefits. Manages the state's financial assets and provides statewide support services to state and local government agencies as well as the citizens of New Jersey. Oversees the analysis and development of cost effective rate setting for health benefit coverage for public employees and retirees in the SHBP/SEHBP. This includes trend and utilization analysis, and historical review of activity. Works with health care consultant and actuaries to develop rate renewals for all benefit plans and the development of 5 year strategic plan for SHBP/SEHBP. Oversees the development and preparation of the Division's Annual Consolidated Financial Report (ACFR). Oversees the coordination of the annual valuation process with the Division's external actuaries for the pension systems and post-retirement medical benefits programs. Manages all aspects of the SHBP/SEHBP administration, including policy formulation and operational performance to ensure effectiveness and increased productivity. Develops cost containments strategies for the delivery of health benefits to NJ public employees. Represents the Executive Deputy Director in meetings and conferences with employers, the legislature and interested third parties in health benefit administration. Assists the Executive Deputy Director in coordinating the development of all bond disclosure activities including attending meetings with the Rating Agencies who set the State's bond ratings. Assists the Executive Deputy and Director in working with the Treasurer's and Governor's offices on benefit reform and cost containment strategies for the pension and health benefit programs. Develops and prepares various employee benefit plan reform and cost containment proposals. Assists the Executive Deputy Director in the administration of public employee pension benefit and health benefit programs including policy formulation and operation performance to insure effectiveness and increased productivity. Develops recommendations for new legislation and regulations and reviews and analyzes proposed legislation. Assists the Executive Deputy Director in the development of sound personnel management policies and resource management. Assists in the development of a comprehensive succession and management integration policy. Makes recommendations to Executive Deputy Director for hiring, promoting and disciplining of employees. Assists the Executive Deputy Director in the establishment and implementation of administrative policies, procedures and processes within the Division. Establishes internal controls and develops strategies and procedures to ensure adherence. Performs other related duties as required.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The 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

**Education:** Graduation from an accredited college or university with a Bachelor's degree. Degrees in Public Administration, Finance or Health Benefit Policy are preferred.

**Experience:** A minimum of six (6) years of managerial experience in the administration and management of a program to develop and implement policy in a public or private organization. The desired candidate will have the ability to understand complex problems, identify solutions, and make recommendations; have excellent writing skills; solid customer service skills; public speaking experience; and the ability to effectively communicate with a variety of agency officials and vendor representatives. Candidates should be prepared to provide a writing sample(s) as part of the interview process.

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



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## IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**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 July 17, 2023:**

- Cover letter/Letter of interest
- Resume
- Proof of degree

**Treasury Employment Recruiter**

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

**(Please list the "2023-072-P Deputy Director HB" 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*