



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 066 - P	ISSUE DATE: May 16, 2023	CLOSING DATE: May 30, 2023
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TITLE: Assistant Division Director	OPEN TO: General Public
DIVISION: New Jersey Secure Choice Savings Program	TITLE CODE: 64280 RANGE: M 98
UNIT: New Jersey Secure Choice Savings Program	WORKWEEK: NL (35 hours)
LOCATION: 3 John Fitch Way, Trenton, NJ, 08625	SALARY RANGE: \$140,000.00

JOB DESCRIPTION

The New Jersey Department of Treasury, New Jersey Secure Choice Savings Program, is seeking an Assistant Division Director. This role will manage and support the assessment of the organizational needs and the design, implementation, and evaluation of programs that facilitate the professional development and continuous learning of team members. It will also oversee the daily operations of the organization to ensure goals and objectives are achieved.

Under the direction of the Executive Director, the Assistant Director will manage employees of the New Jersey Secure Choice Savings Program (SCSP) functions and is responsible for the performance management of the employees within that department. The Assistant Director will:

- ✚ Oversee and lead the development of processes and controls needed to support the SCSP, which includes managing and training the team to ensure that the business functions of SCSP are executed in a timely fashion;
- ✚ Document roles, responsibilities, performance standards, and other matrices needed to manage the business functions by developing operational relationships with internal and external partners;
- ✚ Participate in creating policies, procedures, and controls necessary to manage the business functions of SCSP;
- ✚ Manage the organizational development strategies and processes by assessing the needs of operating, business, and functional units.
- ✚ Lead short- and long-term planning for the organizational development programs;
- ✚ Prepares budgetary recommendations that meet departmental goals and provide for effective management of resources;
- ✚ Evaluates strategies and programs to measure the achievement of established goals.

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.

Experience: Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged), OR six (6) years of experience as an administrator involving planning, budgets, and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.



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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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: 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 May 30, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023-066 - P - Assistant Division Director" 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