

**REQUESTS FOR PROPOSALS
FOR
RECRUITMENT SERVICES FOR NINE
KEY POSITIONS
FOR
THE STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSION AND
BENEFITS**

**DPA #2023 - NJ Division
of Pensions and Benefits**

Issued by the
State of New Jersey
Department of the Treasury
Division of Pensions and Benefits

Bid Reference Number: DPA#2023-NJ Division of Pensions and Benefits

Date Issued: Wednesday, May 17, 2023

Questions Due: Wednesday, May 31, 2023

Proposal Submission Deadline: 3:00PM Eastern Time on
Thursday, June 22, 2023

**REQUESTS FOR PROPOSALS
FOR
RECRUITMENT SERVICES FOR NINE
KEY POSITIONS FOR
THE NEW JERSEY DIVISION OF
PENSIONS AND BENEFITS**

**DPA #2023-NJ Division of Pensions and
Benefits**

1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

The State of New Jersey, Department of the Treasury, Division of Pension and Benefits is seeking an executive search firm to assist in the recruitment of candidates for nine (9) key positions.

1.2 MINIMUM QUALIFICATIONS: SCREENING CRITERIA

- Five years of experience in recruiting professionals to serve in management and executive positions.
- Key members' resumes are required to be submitted

1.3 KEY EVENTS

1.3.1 Electronic Questions and Answer Period: Division Management (Management) will accept questions and inquiries from all potential bidders, submitted via email to:

Colleen.Santoro@treas.nj.gov .

- The Bid Reference Number "DPA #2023-NJ Division of Pensions and Benefits must be clearly referenced in the subject line of the email.

- Questions regarding the Standard Terms & Conditions and exceptions to mandatory requirements should contain requested changes.
- The deadline to submit questions and inquiries relating to this RFP is the **Questions Due Date** indicated on the cover sheet of this RFP.

1.3.2 Deadline for Submission of Proposals: In order to be considered, a proposal must arrive at the Division of Pensions and Benefits no later than the **Proposal Submission Deadline** indicated on the cover sheet of this RFP.

ANY PROPOSAL RECEIVED AFTER THE PROPOSAL SUBMISSION DEADLINE WILL BE REJECTED.

Bidders using U.S. Postal Service regular or express mail services should allow additional time since the U.S. Postal Service does not deliver directly to Department of the Treasury.

1.3.3 Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in submitting a proposal in response to the RFP. It is the sole responsibility of the bidder to be knowledgeable as to all of the requirements of this RFP. No special consideration will be given after proposals are received because of a bidder's failure to be knowledgeable as to such requirements.

1.3.4 Cost Liability: The State and Management assume no responsibility and bear no liability for costs incurred by any bidder in the preparation and submittal of a proposal in response to this RFP.

2.0 SCOPE OF WORK

The Division of Pension and Benefits is currently undergoing a significant restructuring and expansion of the Division's organization and staffing levels. The Division seeks an executive search firm to assist in all aspects of the recruitment and vetting of candidates for the following executive and higher level management positions of two (2) Deputy Directors; three (3) Assistant Directors; and four (4) Manager positions. Job descriptions are enclosed.

2.1 SPECIFIC REQUIREMENTS

The successful bidder will:

- Coordinate with Management and support personnel to develop the ideal candidate profile for the enclosed job descriptions. The ideal candidate profile will be used as a screening rubric for candidates; it will include: the knowledge, experience, skills/ abilities, and qualities required for the position;
- Conduct an aggressive, expeditious, nationwide search for well-qualified candidates, including but not limited to marketing the position via multiple national posting(s), conducting personal outreach to identified individuals possessing relevant experience and qualifications;
- Management intends to have all resumes sent to the Treasury Human Resources team;
- Coordinate with Management and support personnel to facilitate logistical requirements for Management's interview of highly qualified finalist candidates, including the development of an interview process (questions, formats, etc.);
- Review interview results with Management's hiring committee and if deemed necessary by the Management's hiring committee, consider and recruit for additional candidates;

3.0 PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS

3.1 GENERAL SUBMISSION REQUIREMENTS

- In order to be considered, a proposal must arrive at the Department of the Treasury no later than the **Proposal Submission Deadline**, as indicated in Section 1.3.2 of this RFP.
- All proposals must be typed or written in ink and signed by the bidder; electronic signatures are acceptable.
- Bidders must submit an “Agency Request for Proposal” (form PB-120) as discussed in Section 3.2.2 of this RFP.
- Proposals preferably can be submitted in electronic form or in hard copy if electronic form is unattainable, as described in Section 3.3 of this RFP.
- Bidders are advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the cover page, and to ensure that the proposal contains all required documents.

3.2 SPECIFIC PROPOSAL CONTENT

3.2.1 Information Relevant to the Scope of Work:

- Firm’s location, experience, and qualifications;
- Names, qualifications, and experience of personnel to be assigned to this recruitment, including experience in conducting executive searches for governmental entities.
- Client references of similar successful candidate placements;
- Strategy and proposed method of recruiting potential candidates;
- Confidentiality parameters and safeguards;
- Disclosure of any recruitment restrictions; and
- Proposed timeline/schedule to accomplish the successful recruitment.

3.2.2 Pricing Information: On the attached “Agency Request for Proposal” (form PB-120), bidders must provide pricing based on a detailed fee structure inclusive of all applicable costs. Please note:

- Total fee shall not exceed \$200,000, which shall include any travel expenses incurred.
- By submitting a proposal, the bidder certifies that the price(s) and amounts of the proposal have been arrived at independently and without consultation, communication or agreement with any other bidder, potential bidder, or contractor.
- In the event that an executive search firm’s candidate is selected for employment, the firm’s compensation shall be contingent upon the candidate’s successful attainment of employment during the customary State probationary period (120 days). Payment will be furnished upon submission of invoice after the candidate’s successful attainment of at least 120 days employment.
- In the event that an executive search firm’s candidate is selected for employment, but the candidate does not successfully attain at least 120 days of employment, the firm shall be required to provide additional candidates for consideration by Management in a timely manner, not to exceed sixty (60) days.

3.3 PROPOSAL SUBMISSION

3.3.1 Submission of Electronic Copies per Section 3.1:

- Via email: Colleen.Santoro@treas.nj.gov
- It is the bidder’s responsibility to confirm the Department of the Treasury’s receipt of bidder’s submissions.

3.3.2 Submission of Hard Copies if Electronic cannot be submitted per Section 3.1:

State of New Jersey
Department of the Treasury
Division of Pensions & Benefits –
Office of the Director
Attn: Colleen Santoro
P.O. Box 295
50 West State Street, 8th Floor, Trenton, NJ 08625

4.0 CONTRACT AWARD

THE FOLLOWING DOCUMENTS ARE REQUIRED BEFORE CONTRACT AWARD:

- 4.1 STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS
- 4.2 OWNERSHIP DISCLOSURE FORM
- 4.3 DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER
- 4.4 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
- 4.5 TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117
VENDOR CERTIFICATION AND DISCLOSURE OF
POLITICAL CONTRIBUTIONS
- 4.6 CHAPTER 271 VENDOR CERTIFICATION AND POLITICAL DISCLOSURE
FORM
- 4.7 MACBRIDE PRINCIPALS FORM
- 4.8 PROOF OF BUSINESS REGISTRATION

- 4.9 CERTIFICATE OF INSURANCE / ACORD – MUST CONTAIN LIMITS OUTLINED WITHIN STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS
- 4.10 SOURCE DISCLOSURE FORM
- 4.11 AFFIRMATIVE ACTION COMPLIANCE
- 4.12 DISCLOSURE OF PROHIBITED ACTIVITIES IN RUSSIA/BELARUS

The “Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transaction” form is attached for the bidder’s reference. This form can be found at <https://www.nj.gov/treasury/purchase/forms.shtml> under the heading “Vendor DPA and Waiver Forms.” While on this website, bidders can click on the form name listed on the checklist to access the form.

Awards will be based on proposals received and the bidder’s submission of State of New Jersey required forms.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 072 - E	
TITLE: Deputy Director	OPEN TO: General Public	
FUNCTIONAL TITLE: Deputy Director of Health Benefits & Finance	RANGE: X98	WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY: \$ 160,000.00	
LOCATION: 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.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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, 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

(Please list the "2023-072-E 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



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 071 - E	
TITLE: Deputy Director	OPEN TO: General Public	
FUNCTIONAL TITLE: Deputy Director of Client Services, Pension Operations and MIS	RANGE: X98	WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY: \$ 160,000.00	
LOCATION: 50 W State Street, Trenton, NJ		

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Deputy Director of Client Services, Pension Operations and MIS. Under the direction of the Executive Deputy Director, is responsible for the oversight of all Division operations within Pension Operations, Client Services and MIS Administration. Directly supervises the Assistant Directors within Pension Operations, Client Services and MIS Administration. Provides direction, oversight and resources necessary to enable the all three Bureaus to efficiently and effectively meet its mission. Provides strategic direction within the Office of Client Services and Communications, which includes the Call Center, Interview Counseling Unit, Email/Chat/Correspondence, Education Unit, Publications and Internet/Social Media Units. Ensures the management of resources within the pension operational bureaus (Retirements, Beneficiary Services and Enrollments / Purchases / Adjustments / Loans & Withdrawal) to effectively meet the established goals and objectives of each bureau. Oversees the annual processing of approximately 15,000 retirement applications, 24,000 beneficiary claims, 10,000 pension withdrawal applications, 29,000 pension fund enrollments or transfers, 12,000 requests to purchase additional service credit and 55,000 pension loans. Develops and implements solutions to achieve/maintain compliance with federal requirements for qualified plan status for each of the Defined Benefit Pension Plans. Establishes and implements solutions for Director and Executive Deputy Director to resolve any internal or external audit findings. Participate in the development of the Division's fiscal budget, monthly and annual reports as it pertains to the management, oversight and responsibility for the Offices of Pension Operations, Client Services and Communications and MIS Administration. Assists the Executive Deputy Director in the administration of public employee pension benefit programs including operational performance to ensure effectiveness and increased productivity. 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. Ensures that all members and beneficiary assets are recorded correctly and all their assets are safeguarded to ensure that sufficient resources are available to meet benefit payments and delivery requirements. Assist the Executive Deputy Director with the Division's official communications and assure that they adhere to and comply with the requirements of state and federal laws and regulations. Develop and review communication strategies that instruct employers and members to take effective actions and make informed decisions regarding their pension and benefits. Research and resolve complex member and employer issues and assist with high profile member interviews when requested. Assist the Board Office and Attorney General's Office with advice, information and archival documents as requested. 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 or Communications are preferred.
- Experience:** A minimum of six (6) years of managerial experience. 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.



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

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, 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

(Please list the "2023-071-E Deputy Director CS" 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



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 069 - E	
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TITLE: Assistant Division Director	OPEN TO: General Public
FUNCTIONAL TITLE: Assistant Director of Health Benefits Policy and Planning	RANGE: X98- 64280 WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY RANGE: \$152,087.00
LOCATION: 50 W State Street, Trenton, NJ	

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire an Assistant Director of Health Benefits Policy and Planning. Under the direction of the Deputy Director, is responsible for the oversight of all Division operations within the Health Benefits Policy & Planning Bureau. Directly supervises the Managers of the Health Benefits Policy & Planning Bureau. Provides direction, oversight and resources necessary to enable the bureau to efficiently and effectively meet its mission. Responsible for providing direction for the development of plan design recommendations for Health Benefit Plan Design Committees to meet employer and member needs. Oversees the administrative support to the State Health Benefits Commission (SHBC), School Employees Health Benefits Commission (SEHBC), State Health Benefits Plan Design Committee (SHBPDC) and School Employees Health Benefits Plan Committee (SEHBPC). Directs the Planning & Analysis unit in forming policy and legislation development, collecting data, conducting research, analyzing trends, identifying alternatives and developing recommendations for the Bureau's policy goals and legislative priorities. Provides leadership and direction to the Division including planning, developing and implementing a comprehensive statewide health benefits program for state and local public employees. 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 5 year strategic plan for SHBP/SEHBP. Assists the Deputy Director in working with the Treasurer's and Governor's offices on benefit reform and cost containment strategies for the health benefit programs. Develops and prepares various employee benefit plan reform and cost containment proposals. Assists the Deputy Director in the administration of public employee health benefit programs including policy formulation and operational performance to ensure effectiveness and increased productivity. Assists the 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. Assists the 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 the Deputy Director for hiring, promoting and disciplining of employees. Assists the Deputy Director, Treasury and Office of Employee Relations with bargaining matters by presenting health plan options and proposing solutions and opportunities to achieve administration objectives. Acts as management advisor for various RFP evaluation committees. Acts as Contract Manager for resulting contracts and authorizes the payment of vendor fees. Authorizes financial penalties if performance guarantees are not met. 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.

The desired candidate will have knowledge, skill and ability working with health care policy at the Federal, State or Local level; competency in data management and statistical analysis and methods of research design; experience convening formal proceedings and informal workgroups involving a diverse group of healthcare professionals and community stakeholders; reviewing and analyzing technical information and qualitative and quantitative data; evaluating, analyzing, researching and developing health care services, policies and programs; knowledge of public administration including the legislative process and management of programs with statewide impact; knowledge of health care goals, methods of service delivery, reimbursement methodologies and philosophies, and general principles that govern health care systems; ability to manage multiple and competing high-profile, sensitive or controversial issues; ability to establish one's credibility and use data to directly persuade or convince others to support an idea or direction; 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.

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.



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

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.

Note: Preference will be given to candidates with degrees in health sciences, business, public, hospital or health administration, public health, public policy, human services, health-care services, or a related field. Candidates should be prepared to provide a writing sample(s) as part of the interview process

License: Appointees 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.

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, 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/NIFirst.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

(Please list the "2023-069-E Assistant Division 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



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 073 - E	
TITLE: Assistant Division Director	OPEN TO: General Public	
FUNCTIONAL TITLE: Assistant Director of Financial Budget, Compliance and Planning	RANGE: X98- 64280	WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY: \$ 152,087.00	
LOCATION: 50 W State Street, Trenton, NJ		

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire an Assistant Director of Financial Budget, Compliance and Planning. Under the direction of the Deputy Director, is responsible for the oversight of all Division operations within Finance. Directly supervises the managers of Financial Budget Compliance and Planning Analysis. Provides direction, oversight and resources necessary to enable these area to efficiently and effectively meet their mission. Directs the development and preparation of the annual state budget for the employee benefit accounts including pension and 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. Directs the preparation of the Division's annual employee benefit budget submission. Also, directs the preparation of the monthly budget expenditure projections for the Division's 57 pension and health benefits appropriation accounts. Monitors spending and develops short and long term projections of future budget requirements for these various benefit programs. Ensure adequate funding is available and initiate transfer of funds when necessary. Financial lead in working with the Attorney General's Office and outside tax counsel to ensure tax compliance for the defined benefit pension plans. Review and interpret federal tax code changes impacting the operations of the various pension and health benefit programs. Identify and address tax compliance issues for the defined benefit pension plans. Oversee all accounting related activities associated with the collection and billing of premiums for the health benefits, prescription drug and dental programs. Review and revise procedures, as required, to maintain efficient and cost effective procedures. Directs and monitors internal audit activities including the investigation of creditable compensation, post retirement employment and enrollment eligibility issues for participants in the retirement programs administered by the Division. Oversees the development of auditing procedures to determine compliance with established rules, regulations and administrative policies. Oversees and directs the administration of the State's Section 125 Tax Savings Program, Section 132 (f) Commuter Benefit Tax Savings Program and Unemployment Cost Management Program. Serves as Contract Manager for these three outsourced programs. Develops service requirements, coordinates and monitors the work being performed by the programs' third party contractors, consults with the contractor to resolve problems and determines compliance with contractual obligations. Responsible for reviewing, analyzing and approving the year-end premium payments due to the insurance provider of the State's contributory and noncontributory policies, ensuring that claim charges and fees to the insurance provider are in accordance with contractual requirements and establishing insurance rates for local employer billing purposes. Reviews and updates financial, actuarial and statistical information pertaining to the pension and health benefits programs appearing in the State's bond offering statement following established policies and procedures. Drafts required updates describing new legislation impacting the various programs and serves as the primary individual within the Division responsible for coordinating and communicating required updates to the Office of Public Finance. Assists the Deputy 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 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. Assists the 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 Deputy Director for hiring, promoting and disciplining of employees. Performs other related duties as required.

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 the public, a variety of agency officials and vendor representatives.

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.

Note: Preference will be given to candidates with degrees in Public Administration, Finance, or a related field. Candidates should be prepared to provide a writing sample(s) as part of the interview process.



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

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.

IMPORTANT NOTES

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.

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, 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

(Please list the **"2023-073-E Assistant Division Director FB"** 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

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NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 070 - E	
TITLE: Assistant Division Director	OPEN TO: General Public	
FUNCTIONAL TITLE: Assistant Director of Operations Enrollments, Purchase, Adjustments, Loans and Withdrawals	RANGE: X98- 64280	WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY: \$ 152,087.00	
LOCATION: 50 W State Street, Trenton, NJ		

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire an Assistant Director of Operations Enrollments, Purchase, Adjustments, Loans and Withdrawals. Under the direction of the Deputy Director, is responsible for the oversight of all Division operations within the Bureau. Directly supervises the Chief of the Bureau. Provides direction, oversight and resources necessary to enable the Bureau to efficiently and effectively meet its mission. Oversees the management of resources within the Bureau. Reallocates Bureau staff to meet the seasonal fluctuations in application submissions for enrollment, purchase and transfers. Oversees the annual processing of approximately 10,000 pension withdrawal applications, 29,000 pension fund enrollments or transfers, 12,000 requests to purchase additional service credit and 59,000 pension loans. Establishes goals and objectives for the bureau in executing the Division's mission. Directs the work activities to achieve the established goals and objectives for the Bureau. Establishes priorities of the Bureau and communicates those priorities to the Chief. Provides guidance to the Bureau on the governing state statutes, regulation and rules. Makes recommendations for changes in administrative code regulations as needed. Reviews proposed legislation to determine the operational impact and provides direction for implementation of new legislation impacting the Division. Develops and implements solutions to achieve/maintain compliance with federal requirements for qualified plan status for each of the Defined Benefit Pension Plans. Establishes and implements solutions for Director and Deputy Director to resolve any internal or external audit findings. Participates in the development of the Division's fiscal budget as well as the monthly/annual reports as they pertain to the areas of supervisory responsibility and oversight. Establishes internal controls and develops strategies and procedures to ensure adherence. Serves as backup Treasurer's representative for the following boards of trustees: Teachers' Pension and Annuity Fund, Public Employees' Retirement System and the State Police Retirement System, which requires attendance at all board meetings, detailed knowledge of statutes governing the retirement systems and knowledge of all operations of the Division. Assists the Executive Director and 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. Performs other related duties as required.

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 the public, a variety of agency officials and vendor representatives.

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.
- Note:** Preference will be given to candidates with degrees in Public Administration or Communications. Candidates should be prepared to provide a writing sample(s) as part of the interview process.



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

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, 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

(Please list the "2023-070-E Assistant Division Director OE" 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

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NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 077 - E	
TITLE: Government Representative 1	OPEN TO: General Public	
FUNCTIONAL TITLE: Manager of Data Analytics	RANGE: X98- 55512	WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY: \$96,099.57 - \$137, 348.82	
LOCATION: 50 W State Street, Trenton, NJ		

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Manager of Data Analytics. Under the direction of the Deputy Director, is responsible for overseeing all Division operations within our Data Analytics Unit. This position will manage a Health Benefits Data Warehouse program and monitor utilization, cost drivers and health outcomes for the health benefits plans. This position will also manage a Pension Data Warehouse program to extract and prepare data for actuarial analysis. Directly supervises staff and provides direction, oversight and resources necessary to enable the Data Analytics Unit to efficiently and effectively meet its mission. Manages day-to-day planning, scheduling, tracking and reporting for all project tasks. Analyze concurrent and prospective health benefit risk scoring to help identify individuals with the highest risk as well as those with emerging risks that otherwise might go undetected until the full onset of illness. Conduct routine program reviews by interpreting data, creating visualizations and supporting the use of data to inform decision making for activities supported by the Department of the Treasury. Responsible for the capture and reporting of required statistical and narrative reports containing findings, analysis, conclusions and recommendations. Develop key quality metrics at the facility and system level to ensure sustained compliance. Manage the effective dataset necessary to develop key messages that are relevant to external stakeholders. Provide data and operational process improvement expertise to internal and external stakeholders through relevant input for critical conversations using facility and system specific data. Collaborate with Department agencies to understand key priorities and represent the Division in all planning and development discussions and decisions. Research, evaluate and deploy new tools to identify gaps and opportunities for improvement of existing solutions. Installs processes for auditing data warehouses ensuring data quality. Effectively communicate data and analytic findings with Division management, developers, system architects, quality assurance, operations, etc. by written word and presentations. Support the transition to modernized analytics. Maintain communication efforts on the benefits and value of the adoption of modernized analytics. Develop and manage data analysis strategies at facility level leadership with accountability for successful completion of all assigned project deliverables. Performs other related duties as required.

The desired candidate will have strong analytical skills and the ability to collect, organize and disseminate large amounts of information with attention to detail and accuracy considering business context; 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 the public, a variety of agency officials and vendor representatives. Candidates should be prepared to provide a writing sample(s) as part of the interview process.

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 managerial experience in the administration and management of a program to develop and implement policy in a public or private organization.
- Note:** Preference will be given to candidates with degrees in Public Administration, Actuarial Sciences, Health Benefits, or technology fields. Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

IMPORTANT NOTES

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.

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, 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

(Please list the **"2023-077-E Manager of Data Analytics"** 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

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NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 074- E	
TITLE: Government Representative 1	OPEN TO: General Public	
FUNCTIONAL TITLE: Manager of Contracts and Procurements	RANGE: X98- 55512	WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY: \$96,099.57 - \$137, 348.82	
LOCATION: 50 W State Street, Trenton, NJ		

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Manager of Contracts and Procurements. Under the direction of the Deputy Director, is responsible for negotiating, drafting, overseeing the implementation of, and ensuring compliance of the Division's procurements and contracts. Works closely with Division State Contract Managers, the Division of Purchase and Property and Attorney General's Office on the development of bid solicitations and other procurement proposals. Prepare annual and ongoing reviews of contracts from pre-authorization and contract language development through final contract execution and any amendments. Develop contract language to ensure contractor compliance with state and federal regulations. Monitor contracts for compliance within contract requirements, evaluates effectiveness of contracted services, and provides consultation and subject matter expertise to Division Contract Managers. Coordinate with staff on reviews of contract documents and with fiscal staff on review of budgets, financial reports, budget revisions and audits. Develop solicitation documents including scope, request for proposals, technical and functional specifications/statements of work, qualifications, award criteria, terms and conditions, bidding schedules, quality assurance and all necessary documents according to the Division of Purchase and Property. Review and analyze the impact of new/revised legislation and regulations on contract operations and prepare reports with recommendations. Oversee the activities of consultants, contract managers or other staff involved in the contract process. Direct, coordinate and review the work plan for assigned procurement and contracting staff. Assign work activities and projects, monitor workflow, review and evaluate work products and meet with staff to identify and resolve problems. Oversee contract close-out activities including final invoice payments, compliance inspections and audits. Prepare clear, technically sound and informative reports concerning contract proposals. This includes findings, conclusion and recommendations. Act as liaison between the Division and the various vendors to negotiate contracts and ensures contractual expectations are being met. Audits existing contracts and oversees all contract modifications. Performs other related duties.

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 managerial experience in knowledge of applicable procurement bidding requirements for awarding state contracts; knowledge of the legal and administrative requirements of contract agreements; ability to interpret the intent and impact of legislation affecting the guidelines, rules, and regulations on contract policies and procedures; ability to read and interpret information on the federal and state laws appropriate to the organization, and to effectively disseminate this information through concise written guidelines and directives.

Note: Preference will be given to candidates with degrees in Public Administration, Finance, Business, or a related field.

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



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

IMPORTANT NOTES

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.

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, 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

(Please list the **"2023-074-E Manager of Contracts and Procurements"** 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

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NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING # 2023 - 076 - E	
TITLE: <i>Tentative Title</i>	OPEN TO: General Public	
FUNCTIONAL TITLE: Manager of Contract Compliance Health Benefits	RANGE: X98 WORKWEEK: NL (35 hours)	
DIVISION: Pensions & Benefits	SALARY: \$120,977.71	
UNIT: Health Benefits Operations and Contract Compliance	LOCATION: 50 W State Street, Trenton, NJ	

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Manager of Contract Compliance Health Benefits. Under the direction of the Assistant Director of Health Benefits Operations & Contract Compliance, this position is responsible for the supervision of the Health Benefits Contracts staff, management of vendor contracts, vendor monitoring, monitoring of service level agreements, rate renewals and management of RFPs. Acts as management advisor for Health Benefit RFP evaluation committees. Manages the development, review and evaluation of various health and other benefit plan RFPs. Reviews requests to initiate/amend contracts and verification of funding. Track and monitor deadlines and required paperwork and facilitate staff contributions to ensure timely processing of forms, approvals and reviews. Review expenditure reports for accuracy, completeness and relevance in accordance with the contract agreement. Oversees the timely processing of contract payments to Treasury Fiscal in accordance with contract payment schedules, contract terms and conditions. Participates in the development of the Division's fiscal budget as well as monthly/annual reports as it pertains to the areas of supervisory responsibility and oversight. Reviews changes to and provides input for pension and health benefit bond disclosure statements. Establishes internal controls and develops strategies and procedures to ensure adherence. Work closely with the Division Contract & Procurement Services staff on contract close-out activities, including final invoice payments, compliance inspections and audits. Assist in the development of a planning process to establish the necessary timelines for re-procurement of contracts. Works closely with the Division's Contract & Procurement Services staff, the Division of Purchase and Property and Attorney General's Office on the development of bid solicitations and other procurement proposals. Assists the Assistant Director in the development of sound personnel management policies, resource management and a comprehensive succession and management integration policy. Conducts analysis of new laws, regulations and contract trends to determine potential impact on the SHBP and SEHBP contracts. Evaluates personnel and makes recommendations for personnel training and development. Performs other related duties as required.

The desired candidate will have a working knowledge of and experience with State contracting, regulations, policies, codes, and rules, the ability to work both independently and as a member of a team, strong attention to detail and strong analytical skills; possess excellent written and verbal communication skills and interpersonal skills and is proficient with MS Office Word, Excel and PowerPoint.

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: Five (5) years of experience in health benefits administration, three (3) years of which shall have involved responsibility for finance, procurement, contract administration, information systems, policy analysis, and/or strategic planning, (1) year of which shall have been in a supervisory capacity.

Note: A Master's Degree in Business Administration, Public Administration, Healthcare Administration, Finance, Accounting, Computer Science/Information Technology, or a related field may be substituted for one year of the general experience in health benefits administration.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

IMPORTANT NOTES

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.

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, 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

(Please list the **"2023-076-E Manager of Contract Compliance Health Benefits"** 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

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NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

	POSTING #: 2023 - 075 - E	
TITLE: <i>Tentative Title</i>	OPEN TO: General Public	
FUNCTIONAL TITLE: Manager of Health Benefits Policy	RANGE: X98	WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY: \$120,977.71	
UNIT: Health Benefits Policy and Planning	LOCATION: 50 W State Street, Trenton, NJ	

JOB DESCRIPTION

The Division of Pensions and Benefits administers one of the largest public employee benefits programs in the nation, consisting of ten separate retirement systems serving more than 400,000 active members and 300,000 retirees, two health benefits programs covering more than 900,000 employees, retirees, and their family members, three supplemental retirement savings programs, and several other employee benefit programs.

Under the direction of the Assistant Director of Pensions and Benefits, Health Benefits Bureau, manages the Health Benefits Policy staff, day-to-day department workload and monitoring of performance and management reports; manages the administration of the State Health Benefits Commission, School Employees' Health Benefits Commission, State Health Benefits Plan Design Committee and School Employees Health Benefits Plan Design Committee by directing assistance in background analysis for appeals, updates on program status, support during rate renewal actions, analysis for program status and benefit design; oversees the development and authorizes the release of annual rate recommendation reports which establish the premium rates that participating employees, employers and retirees pay for health coverage; makes presentations to various groups and committees as requested regarding the State Health Benefits Program (SHBP) and School Employees Health Benefits Program (SEHBP); directs the consultants/auditors in the auditing of the eligibility of plan members; recommends solutions to problems identified in current SHBP/SEHBP plans; oversees finance, procurement, contract administration and information systems; analyzes health benefits policy options and develops strategic planning initiatives; proactively recommends formulation and revisions of policy, regulations, methodologies, procedures, and identifies strategies to achieve organizational goals; and evaluates personnel and makes recommendations for personnel training and development. Performs other related duties as required.

The desired candidate will have a working knowledge of and experience with State contracting, regulations, policies, codes, and rules, the ability to work both independently and as a member of a team, strong attention to detail and strong analytical skills; possess excellent written and verbal communication skills and interpersonal skills and is proficient with MS Office Word, Excel and PowerPoint.

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: Five (5) years of experience in health benefits administration, three (3) years of which shall have involved responsibility for finance, procurement, contract administration, information systems, policy analysis, and/or strategic planning, (1) year of which shall have been in a supervisory capacity.

Note: A Master's Degree in Business Administration, Public Administration, Healthcare Administration, Finance, Accounting, Computer Science/Information Technology, or a related field may be substituted for one year of the general experience in health benefits administration.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

IMPORTANT NOTES

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.

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, 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

(Please list the "2023-075-E Manager of Health Benefits Policy" 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