NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 137 - S	November 10, 2026	December 10, 2026

TITLE: Assistant Division Director	**OPEN TO:** State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	**TITLE CODE:** 64280 **RANGE:** M98
UNIT: Management Information Systems (MIS)	**WORKWEEK:** NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	**SALARY:** $174,900.63

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (DPB) is seeking an Assistant Division Director for the MIS unit. Under the direction of a Division Director, Deputy Director, or other senior official in the DPB, the incumbent will be responsible for the following duties:

- Provide strategic leadership and operational oversight for the MIS unit. Direct administrative and technical personnel responsible for mainframe, EPIC and MBOS applications, client-server systems, document imaging and retrieval (FileNet), and Customer Relationship Management (Siebel CRM). Establish priorities, performance expectations, and service standards that support disaster recovery and reliability of the pension and health benefits services. Oversee production scheduling, internal controls, record management, facilities support, telephone, mail processing, warehousing, and printer services.
- As project manager, leads the evaluation, prioritization, and approval of requests for changes to the Division's IT systems. Direct implementation of system modifications required by State and Federal law, ensure compliance. Manage coordination with the Office of Information Technology (OIT) and the Division of Revenue and Enterprise Services (DORES) to maintain secure, uninterrupted access to essential technology and support services.
- Establish service priorities, monitor resource commitments, and resolve issues affecting Division operations. Lead monthly coordination meetings assess project milestones, address outstanding issues a Division management's request, and hold participating teams accountable for agreed upon deliverables.
- Advise the Director and Executive Deputy Director of weak points in technology capabilities, operation risks, and project status. Recommend improvements that align technology investments with business needs. Collaborate with management to allocate IT and support services personnel effectively and strengthen coordination across operational units. Performs additional related duties.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at https://www.nj.gov/treasury/pensions/. Please refer to the **Active Employees** section on the home page.

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POSITION REQUIREMENTS

Education & Experience: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Ten (10) years of professional 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 (physical, intellectual, or developmental disability, juvenile offenders, socially/economically disadvantaged, etc.), three (3) years of which shall have been in a supervisory capacity.

-OR-

Ten (10) years of professional experience as an administrator responsible for 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.

-OR-

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

-OR-

Possession of a master's degree from an accredited college or university in a field relevant to the position; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

Preferred Education & Experience: Five (5) years of prior work experience in IT, proven leadership with respect to solutions using technology. Bachelor's degree in Computer Science, Information Technology, MIS, or a related field preferred.

Note: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

GENERAL INFORMATION

Vacancy Notice: This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

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GENERAL INFORMATION CONTINUED

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit https://nj.gov/csc/same/overview/index.shtml.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on December 10, 2026:

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

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026–137–S Assistant Division Director" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer