



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 217-25

ISSUE DATE: May 9, 2025

TITLE: **ASSISTANT DIVISION DIRECTOR
(UNCLASSIFIED)**

CLOSING DATE: May 23, 2025

LOCATION: Department of Children and Families
Office of Human Resources
50 East State Street
Trenton, NJ 08625

POSITIONS: 1

DISTRIBUTION: STATE-WIDE

SALARY: Commensurate with
education and experience

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

JOB SUMMARY: The Assistant Division Director of Human Resources, reporting to the Deputy Director, will be primarily responsible for the development, implementation and evaluation of human resources policies, programs, activities, procedures, and practices. This role is also responsible for the management and overall planning, organizing, and directing of the following human resources units:

- Americans with Disabilities Act (ADA)
- Leaves
- Workers' Compensation
- electronic Cost Accounting and Timesheet System (eCATS)
- Performance Assessment Review (ePAR)

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. Preference will be given to applicants with degrees in Human Resources, Labor, Employment Law or related field.

EXPERIENCE: Seven (7) years of professional experience in a personnel or human resource management program, three (3) years of which shall have been in a supervisory capacity. **Extensive professional experience with employment law, including ADA, disability and reasonable accommodations is required.**

SKILLS AND ABILITIES REQUIRED:

- Excellent verbal and written communication skills.
- Thorough understanding and knowledge of state and federal laws regarding labor and employment law.
- Excellent time management skills with proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to function in a fast-paced environment.
- Proficient with Microsoft Office Suite and related software.
- Ability to effectively prepare clear and concise PowerPoint presentations and present to large audiences.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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 NOTICES

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

RESIDENCY: Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[**Job.Posting@dcf.nj.gov**](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.