



**STATEWIDE JOB ANNOUNCEMENT**

Issue Date: 5/2/2025

Closing Date: 6/2/2025

**POSITION TITLE:** Director of Regulatory Affairs

**LOCATION:** New Jersey Housing and Mortgage Finance Agency  
637 South Clinton Avenue  
Trenton, NJ 08611

**SALARY:** R16 (\$153,000 – \$180,500)

**DESCRIPTION:** Under the supervision of the Chief of Legal and Regulatory Affairs, the incumbent will plan and direct the activities of the Regulatory Affairs Division. They will provide technical and administrative support to internal staff and external stakeholders by Federal, State, and HMFA policies. The incumbent will serve as the litigation coordinator and accept service of summons and complaints. They will coordinate, track, and assist internal counsel representing the HMFA on litigation matters. Additionally, they will coordinate and/or work jointly with HMFA staff, the Attorney General's office, and others on legal matters and issues concerning the operations of the HMFA. This role includes serving as a liaison with the Attorney General's office. The incumbent will assist in the preparation and review of requests for action for approval by the HMFA Board and action requests delegated by the Board. They will also coordinate, track, and assist in handling Public Information (OPRA) requests, oversee updates to the Ethics law and the proper dissemination of information, and assist in handling ethics complaints and concerns. The incumbent will supervise the promulgation of HMFA regulations and serve as a liaison to the Office of Administrative Law. They will also serve as the Agency's primary Equal Employment Opportunity (EEO) and Affirmative Action (AA) Officer.

**EDUCATION/EXPERIENCE** - Four (4) year college degree; Juris Doctorate preferred; extensive experience in drafting regulations and in the field of housing finance; eight (8) years of supervisory experience.

**RESIDENCY LAW::** Under N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act" which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after the date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011, who transferred from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but





who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

**\*Special Note:** This position may be eligible to work remotely for up to two days in a calendar week.

**\*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 [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 option 3.

**DISCLAIMER:** Please note that NJ Housing Mortgage and Finance Agency has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.



