



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	022--25	<b>ISSUE DATE:</b>	1/23/2025	<b>CLOSING DATE:</b>	2/6/2025
<b>TITLE:</b>	Senior Executive Service				
<b>LOCATION:</b>	Division of Developmental Disabilities 222 South Warren Street Trenton, NJ 08625	<b>RANGE:</b>	M98		
		<b>SALARY:</b>	COMMENSURATE WITH EDUCATION AND EXPERIENCE		
		<b>SERV. CLASS:</b>	Unclassified		
<b>OPEN TO:</b>	Current State Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	This position will report directly to the Assistant Commissioner of Human Resources and will have direct oversight of the Division of Developmental Disabilities, Office of Human Resources, which includes Community Service Offices and 5 Developmental Centers; Hunterdon DC, Green Brook DC, New Lisbon DC, Vineland DC and Woodbine DC. Responsible for developing and implementing human resource policies, procedures, and protocols to ensure consistency of human resource practices across the Division of Developmental Disabilities. May require travel.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.				
	Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.				
	Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.				
	Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.				
	Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.				
Specific requirements may be waived by the Commissioner of Personnel with sufficient justification.					
<b>SPECIAL NOTE:</b>	Preference will be given to candidates with prior Human Resource Management experience.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>NOTE(S):</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.				
	* <u>Telework</u> : This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.				
<b>SAME PROGRAM APPLICANTS:</b>	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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> , or call CSC at (609) 292-4144, option 3				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a>					

You **must** include the Job Posting #, and Last Name in the **subject line** of your email. Example: (123-22, Smith)