



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:

JOB POSTING #:	225-24	ISSUE DATE:	5/22/2024	CLOSING DATE:	6/14/2024
TITLE:	Governor's Fellow				
LOCATION:	Management and Budget Policy Office 222 South Warren Street Trenton, NJ 08625	RANGE:	X98		
		SALARY:	\$75,000.00		
		UNIT SCOPE:	K800		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	As a participant in the Governor's Fellowship Program, under the close supervision of a cabinet member or other executive official in a State department, institution, or agency, in a learning environment, assists in the performance of the routine functions involved in the formulation and implementation of policies relating to modern government administrative practices and procedures and their practical application; does other related duties as required.				
NOTE:	DHS is seeking a Governor's Fellow as a Food and Economic Security Policy Fellow in the department's Policy Office. The position will report to the Senior Policy Advisor responsible for this issue area and will work with the Central Office policy team and the Division of Family Development to advance policy initiatives for food and nutrition programs and economic security programs such as the Supplemental Nutrition Assistance Program, WorkFirst New Jersey and Child Care Assistance.				
REQUIREMENTS					
EDUCATION:	Graduation from an accredited college or university with a Master's degree.				
EXPERIENCE:	NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.				
NOTE:	Job Duties: <ul style="list-style-type: none"> • Conduct research and analysis of existing and new policies at local, state, and federal levels; • Review and analyze policy proposals from external stakeholders; • Review and analyze relevant legislation; • Provide recommendations/strategy to DHS leadership on policy options; • Meet/correspond with senior department personnel, internal subject matter experts, and interagency partners; • Meet/correspond with external stakeholders, including advocacy and policy organizations; • Represent DHS at relevant internal and external meetings, as appropriate; • Accompany senior department personnel at relevant meetings and events, as appropriate. Preferred Experience/Skills: <ul style="list-style-type: none"> • Academic, professional, and/or lived experience regarding economic or food security; • Academic and/or professional public policy experience; • Effective oral and written communications skills. 				
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					
NOTE FOR FOREIGN DEGREES:	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.				
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.				
DRUG SCREENING:	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.				
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * Telework: 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. * 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 609-292-4144, option 3.				
FILING INSTRUCTIONS					

Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov

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

New Jersey Department of Human Services is an Equal Opportunity Employer