



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 076 - R	<b>ISSUE DATE:</b> July 24, 2023	<b>CLOSING DATE:</b> September 25, 2023
<b>TITLE:</b> <i>Tentative Title</i>	<b>OPEN TO:</b> General Public	
<b>FUNCTIONAL TITLE:</b> Manager of Contract Compliance Health Benefits	<b>RANGE:</b> X98	<b>WORKWEEK:</b> NL (35 hours)
<b>DIVISION:</b> Pensions & Benefits	<b>SALARY:</b> \$120,977.71	
<b>UNIT:</b> Health Benefits Operations and Contract Compliance	<b>LOCATION:</b> 50 W State Street, Trenton, NJ	

**THIS IS A REPOST OF VACANCY ANNOUNCEMENT 2023-076-P  
PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY**

### JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Manager of Contract Compliance Health Benefits. Under the direction of the Assistant Director of Health Benefits Operations & Contract Compliance, this position is responsible for the supervision of the Health Benefits Contracts staff, management of vendor contracts, vendor monitoring, monitoring of service level agreements, rate renewals and management of RFPs. Acts as management advisor for Health Benefit RFP evaluation committees. Manages the development, review and evaluation of various health and other benefit plan RFPs. Reviews requests to initiate/amend contracts and verification of funding. Track and monitor deadlines and required paperwork and facilitate staff contributions to ensure timely processing of forms, approvals and reviews. Review expenditure reports for accuracy, completeness and relevance in accordance with the contract agreement. Oversees the timely processing of contract payments to Treasury Fiscal in accordance with contract payment schedules, contract terms and conditions. Participates in the development of the Division's fiscal budget as well as monthly/annual reports as it pertains to the areas of supervisory responsibility and oversight. Reviews changes to and provides input for pension and health benefit bond disclosure statements. Establishes internal controls and develops strategies and procedures to ensure adherence. Work closely with the Division Contract & Procurement Services staff on contract close-out activities, including final invoice payments, compliance inspections and audits. Assist in the development of a planning process to establish the necessary timelines for re-procurement of contracts. Works closely with the Division's Contract & Procurement Services staff, the Division of Purchase and Property and Attorney General's Office on the development of bid solicitations and other procurement proposals. Assists the Assistant Director in the development of sound personnel management policies, resource management and a comprehensive succession and management integration policy. Conducts analysis of new laws, regulations and contract trends to determine potential impact on the SHBP and SEHBP contracts. Evaluates personnel and makes recommendations for personnel training and development. Performs other related duties as required.

The desired candidate will have a working knowledge of and experience with State contracting, regulations, policies, codes, and rules, the ability to work both independently and as a member of a team, strong attention to detail and strong analytical skills; possess excellent written and verbal communication skills and interpersonal skills and is proficient with MS Office Word, Excel and PowerPoint.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Five (5) years of experience in health benefits administration, three (3) years of which shall have involved responsibility for finance, procurement, contract administration, information systems, policy analysis, and/or strategic planning, (1) year of which shall have been in a supervisory capacity.

**Note:** A Master's Degree in Business Administration, Public Administration, Healthcare Administration, Finance, Accounting, Computer Science/Information Technology, or a related field may be substituted for one year of the general experience in health benefits administration.



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### IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on **September 25, 2023**:**

- Cover letter/Letter of interest
- Resume
- Proof of degree

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2023-076-R Manager of Contract Compliance Health Benefits" in the Subject Line)**

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

### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*