



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

**POSTING #:**  
GOVERNORS FELLOW

**ISSUE DATE:**  
April 24, 2023

**CLOSING DATE:**  
May 12, 2023

**TITLE:** Governors Fellow

**OPEN TO:** General Public

**DIVISION:** Pensions & Benefits

**TITLE CODE:** 90221 **RANGE:** X98

**UNIT:** Health Benefits – Policy & Planning Unit

**WORKWEEK:** 35 Hours

**LOCATION:** 50 West State Street, Trenton, NJ

**SALARY:** \$75,000

### POSITION DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking a participant for the Governor's Fellow Program within the Division of Pensions & Benefits, Health Benefits – Policy & Planning Unit. The New Jersey State Health Benefits Program is the country's sixth-largest State pension system, with more complexity than even-larger State systems. The health benefit component is a multibillion-dollar program that covers over 800,000 public-sector state, local, and education employees, retirees, and their dependents. Health Benefit policy is one of the most critical issues facing the Department of the Treasury.

As a Governor's Fellow assigned to the Health Benefits Policy Unit, the appointee will work under close supervision of a high-level manager in a learning environment and be responsible for:

- Assisting in the strategic planning process for health benefits.
- Assisting in the development of annual rate recommendation reports.
- Assisting in reviewing and recommending revisions to health benefit policies and procedures.
- Drafting comments documenting the Division's position on newly introduced legislation affecting the State Health Benefits Program.
- Assisting in performing background analysis for appeals.
- Frequently interfacing with senior management of the Division of Pensions & Benefits.
- Participating in meetings with key stakeholders, including senior government and business officials.

**NOTE:** This is an unclassified position. Participation in the program shall not exceed one year.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. These positions 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 will be made available throughout the interview process.

### POSITION REQUIREMENTS

**Education:**

Graduation from an accredited college or university with a Master's degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits in combination with the relevant experience in modern government administrative practices and procedures and their practical application 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. Current State employees are encouraged to apply.



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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 info, 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 info, 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 PM, May 12, 2023:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please list "**GOVERNORS FELLOW**" 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*  
Antoinette Sargent, Human Resource Officer

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