



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING NUMBER	237-23	ISSUE DATE	APRIL 24, 2023	CLOSING DATE	MAY 12, 2023
TITLE	Governor's Fellow				
LOCATION	Management and Budget Policy Office 222 South Warren Street Trenton, NJ 08625		RANGE	Range X98	
			SALARY	\$75,000.00	
OPEN TO	Public				
DEFINITION	<p>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.</p> <p>NOTE: DHS is seeking a Governor's Fellow as a Mental Health and Substance Use Policy Fellow in the department's Policy Office. This position will report to the Deputy Policy Director responsible for these critical issue areas and work in coordination with the Division of Mental Health and Addiction Services.</p>				
EDUCATION					
EDUCATION	<p>Graduation from an accredited college or university.</p> <p>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.</p>				
EXPERIENCE	Combination of established excellence in academics and/or experience in relevant subject areas; demonstrated commitment to public service; effective written and oral communication skills; evidence of effective teamwork.				
NOTE	<p>Job Duties:</p> <ul style="list-style-type: none"> • Conduct research and policy analysis; • Review and analyze relevant legislation; • Provide policy and strategic recommendations to department leadership; • 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 and events, as appropriate; <p>Preferred Experience/Skills:</p> <ul style="list-style-type: none"> • Academic, professional, and/or lived experience regarding mental health and/or substance use matters; • Academic and/or professional public policy experience; • Effective oral and written communications skills. 				
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.				
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 NOTICE					
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.				
NOTE(S)	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* 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.</p> <p>* 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, or call CSC at (833) 691-0404.</p>				
FILING INSTRUCTIONS					
<p>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)</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer