



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

### May 22, 2024 NOTICE OF JOB VACANCY #24-245

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Governor's Fellow

**SALARY:** \$75,000.00

**LOCATION:** [Division on Civil Rights](#)  
Director's Office  
Trenton, Cherry Hill, Newark, or Atlantic City, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required.

**DUTIES:** Under the direction of the Director, Chief of Staff, and other supervisory officials within the Division on Civil Rights (DCR), the Governor's Fellow will advance DCR's work to address possible bias in connection with innovative technologies like artificial intelligence, as well as to assist DCR's efforts to develop and deploy innovative technologies and tools to protect the civil rights of all New Jerseyans. The Governor's Fellow will support work to develop and draft legislation, regulations, enforcement guidance, and public education materials in coordination with DCR's Policy Unit; will conduct research on artificial intelligence (AI) technologies and bias, and on other public and private sector efforts to combat bias in AI; will analyze available data regarding discrimination and bias incident complaints to inform DCR's strategic enforcement, outreach, and public education efforts; will work, under the supervision of senior-level staff in DCR's Affirmative Enforcement Unit and Investigations Unit, to identify and develop innovative technological solutions to improve the efficiency and effectiveness of DCR's enforcement work; will assist in the preparation of research, reports, and other written work product; and will perform other related duties as required or requested by DCR's Chief of Staff or other supervisory officials within DCR.

#### **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 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.

**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.

**NOTE:** Participation in the Governor's Fellowship Program shall not exceed one year.

**PREFERENCE:** Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please submit a cover letter to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) indicating interest in job vacancy announcement #24-245 with desired location preference, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) on or before the closing date of **June 14, 2024**.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.



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