



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES
P. O. Box 210
TRENTON, NEW JERSEY 08625-0210

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

NOTICE OF VACANCY

An opportunity currently exists in the unclassified service with the New Jersey Maternal and Infant Health Innovation Authority, for applicants who meet the requirements below:

POSTING #: 2024-089-P

OPEN TO: General Public

ISSUE DATE: July 29, 2024

CLOSING DATE: August 12, 2024

FUNCTIONAL TITLE: Chief of Corporate Governance

SALARY: \$170,000 to \$195,000

CIVIL SERVICE TITLE: Government Representative 1

LOCATION: 225 East State Street
Trenton, NJ 08625

OVERVIEW: In July 2023, Governor Murphy signed S3864, also known as the “New Jersey Maternal and Infant Health Innovation Center Act”, which created the New Jersey Maternal and Infant Health Innovation Authority (MIHIA), the first of its kind in the nation. MIHIA is tasked with overseeing the New Jersey Maternal and Infant Health Innovation Center (MIHIC) based in Trenton and will be the government entity that continues the vital work of Nurture NJ for years to come. Nurture NJ is the statewide program that was launched by First Lady Tammy Murphy in 2019 to reduce the maternal and infant mortality epidemic in New Jersey and ensure equitable care among women and children of all races and ethnicities.

MIHIA officially launched March 27, 2024. MIHIA will lead the State’s efforts to coordinate, promote, and implement education, policymaking, research, innovation, and perinatal workforce development, among other things, with a particular focus on eliminating racial disparities in maternal and infant health outcomes.

JOB SUMMARY: The Chief of Corporate Governance will report to the Chief Executive Officer and support the CEO and MIHIA employees on MIHIA’s operations, policies, and objectives. This position is responsible for performing confidential legislative, legal, and policy-influencing research related to MIHIA, in conformance with guidelines established by the Department of Law and Public Safety, Division of Law; acts as liaison between MIHIA and the Department of Law and Public Safety, Division of Law, in receiving, formulating, and transmitting requests for legal advice on behalf of MIHIA; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

The desired candidate will have knowledge of modern research sources, techniques, and methods and their effective utilization in research studies. Understanding of statistical methods and procedures and their use in the presentation of factual data. Ability to organize and carry through research studies and projects concerned with legislative developments and submit reports suitable for the use of MIHIA administrative staff. Aptitude to comprehend and analyze laws, regulations, and procedures. Experience in locating court decisions, precedents, opinions, legal citations, and other legal material. Ability to prepare drafts of proposed legislation, rules, regulations, opinions, materials for hearings, reviews, executive determinations, technical correspondence, and write reports of a high professional order containing factual findings and conclusions. Excellent oral and written communication skills, interpersonal skills, and the ability to negotiate. The desire to work with MIHIA staff, the Department of Law and Public Safety, Division of Law, state officials, and members of the legislature.

Ability to work on small project teams tackling complex and challenging work. Aptitude to communicate effectively both verbally and in writing; proficient in grammar, spelling, and editing; and foster communications with business professionals and MIHIA staff. MIHIA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred. Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and MIHIA staff. History of sound decision-making and ability to understand the impact and implications of decisions. Demonstrated interpersonal skills, including the ability to influence and engage team leaders and peers. Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative, and customer-focused work environment among the division and external customers. Upholds strong ethical orientation, commitment to and passion for MIHIA's mission and inspires a sense of shared purpose.

This position may be eligible to participate in the pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. This program does not supersede the "New Jersey First Act", which requires newly hired MIHIA employees to establish and then maintain principal residence in the State of New Jersey. The position offers a comprehensive benefits package.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates requests for legal advice from the Department of Law & Public Safety, Division of Law. .
- Participates (non-attorney) in negotiations on behalf of MIHIA.
- Drafts proposed regulations, legislation, and amendments in accordance with the policy objectives of MIHIA, subject to restrictions applicable to non-attorneys.
- Offers litigation and other support as requested by the Department of Law & Public Safety, Division of Law.
- Manages document inspection and OPRA requests.
- Prepares clear, accurate, and informative reports on legislative and regulatory matters.
- As required, analyzes and performs research into state and/or federal legislation pertaining to MIHIA programs, functions and procedures.
- Does research into court decisions, and court cases which affect the work of the Authority.
- Assists in liaison work with the Legislature, the Governor's Office, the Attorney General's Office and with other state and local government officials and employees in pertinent matters.
- Establishes priorities consistent with Executive Order No. 6 (1990).
- Prepares correspondence in the course of official duties.
- Communicate with the Board and Board Committees, prepare for monthly meetings, including Board packages, drafting of resolutions and minutes, attending Board meetings, pre-meetings and committee meetings as needed;
- Assist CEO with MIHIA's strategic leadership on short- and long-term developmental goals regarding development of regulations, and compliance-related policies and procedures and legal matters with the potential to affect the authority;
- Serve as ELO;
- Serve as Compliance Officer;
- Collaborate with the Office of Information Technology and Office of Homeland Security and Preparedness to ensure compliance relevant to technology systems;
- Collaborate with executive management on operational audits and fundraising/development initiatives; and
- Serve as a Member of the executive management team to implement policies that will maximize a team-based approach in the workplace.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Graduation from an accredited law school with a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.
- Minimum ten (10) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, drafting and promulgation of regulations and the political process.
- **Note:** Advanced degree or industry-specific certification may be substituted for 1 year of experience

IMPORTANT NOTES:

- **UNCLASSIFIED APPOINTMENT:** Your employment at MIHIA is voluntary and subject to termination by you or MIHIA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate, or modify the employment-at-will status of MIHIA employees.
- **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. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- **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, 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, OPT, or H1B visas are not eligible for employment.
- **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.

INSTRUCTIONS TO APPLY

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

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 12, 2024:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024 - 089 -P - Chief of Corporate Governance" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer