



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 069 - R	ISSUE DATE: July 24, 2023	CLOSING DATE: September 25, 2023
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TITLE: Assistant Division Director	OPEN TO: General Public
FUNCTIONAL TITLE: Assistant Director of Health Benefits Policy and Planning	RANGE: X98- 64280 WORKWEEK: NL (35 hours)
DIVISION: Pensions & Benefits	SALARY RANGE: \$152,087.00
LOCATION: 50 W State Street, Trenton, NJ	

**THIS IS A REPOST OF VACANCY ANNOUNCEMENT 2023-069-P
PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY**

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire an Assistant Director of Health Benefits Policy and Planning. Under the direction of the Deputy Director, is responsible for the oversight of all Division operations within the Health Benefits Policy & Planning Bureau. Directly supervises the Managers of the Health Benefits Policy & Planning Bureau. Provides direction, oversight and resources necessary to enable the bureau to efficiently and effectively meet its mission. Responsible for providing direction for the development of plan design recommendations for Health Benefit Plan Design Committees to meet employer and member needs. Oversees the administrative support to the State Health Benefits Commission (SHBC), School Employees Health Benefits Commission (SEHBC), State Health Benefits Plan Design Committee (SHBPDC) and School Employees Health Benefits Plan Committee (SEHBPC). Directs the Planning & Analysis unit in forming policy and legislation development, collecting data, conducting research, analyzing trends, identifying alternatives and developing recommendations for the Bureau's policy goals and legislative priorities. Provides leadership and direction to the Division including planning, developing and implementing a comprehensive statewide health benefits program for state and local public employees. Oversees the analysis and development of cost effective rate setting for health benefit coverage for public employees and retirees in the SHBP/SEHBP. This includes trend and utilization analysis and historical review of activity. Works with health care consultant and actuaries to develop rate renewals for all benefit plans and 5 year strategic plan for SHBP/SEHBP. Assists the Deputy Director in working with the Treasurer's and Governor's offices on benefit reform and cost containment strategies for the health benefit programs. Develops and prepares various employee benefit plan reform and cost containment proposals. Assists the Deputy Director in the administration of public employee health benefit programs including policy formulation and operational performance to ensure effectiveness and increased productivity. Assists the Deputy Director in the establishment and implementation of administrative policies, procedures and processes within the Division. Establishes internal controls and develops strategies and procedures to ensure adherence. Assists the Deputy Director in the development of sound personnel management policies and resource management. Assists in the development of a comprehensive succession and management integration policy. Makes recommendations to the Deputy Director for hiring, promoting and disciplining of employees. Assists the Deputy Director, Treasury and Office of Employee Relations with bargaining matters by presenting health plan options and proposing solutions and opportunities to achieve administration objectives. Acts as management advisor for various RFP evaluation committees. Acts as Contract Manager for resulting contracts and authorizes the payment of vendor fees. Authorizes financial penalties if performance guarantees are not met. Performs other related duties as required. 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.

The desired candidate will have knowledge, skill and ability working with health care policy at the Federal, State or Local level; competency in data management and statistical analysis and methods of research design; experience convening formal proceedings and informal workgroups involving a diverse group of healthcare professionals and community stakeholders; reviewing and analyzing technical information and qualitative and quantitative data; evaluating, analyzing, researching and developing health care services, policies and programs; knowledge of public administration including the legislative process and management of programs with statewide impact; knowledge of health care goals, methods of service delivery, reimbursement methodologies and philosophies, and general principles that govern health care systems; ability to manage multiple and competing high-profile, sensitive or controversial issues; ability to establish one's credibility and use data to directly persuade or convince others to support an idea or direction; the ability to understand complex problems, identify solutions, and make recommendations; have excellent writing skills; solid customer service skills; public speaking experience; and the ability to effectively communicate with a variety of agency officials and vendor representatives.

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POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- Experience:** Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially /economically disadvantaged), OR six (6) years of experience as an administrator involving planning, budgets and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.
- Note:** Preference will be given to candidates with degrees in health sciences, business, public, hospital or health administration, public health, public policy, human services, health-care services, or a related field. Candidates should be prepared to provide a writing sample(s) as part of the interview process
- 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 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 information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: 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

(Please list the "**2023-069-R Assistant Division Director HB**" 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