



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2024-BIA-028	OPENING DATE	July 16, 2024	CLOSING DATE	July 30, 2024
TITLE & TITLE CODE IF APPLICABLE	Title: Communications Manager Title Code: 06075				
UNIT & LOCATION	Office of Public Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	X98 \$85,000		
		STARTING SALARY	\$85,000		
OPEN TO	General Public				
TITLE DESCRIPTION	<p>The Department of Banking and Insurance seeks a qualified candidate to serve as a Communications Manager in the Office of Public Affairs with a broad focus on the department’s work, which includes regulating the banking, insurance and real estate industries and operating New Jersey’s State-Based Health Insurance Marketplace, Get Covered New Jersey.</p> <p>The Communications Manager plays a key role in that effort by educating the public and promoting awareness of the department’s policies and programs through various channels. This position is responsible for the development, implementation, and execution of strategic internal and external communications across the department’s divisions of banking, insurance and the state-based marketplace, as well as real estate.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none">Assisting in coordinating public affairs activities of the department, including developing communications plans, including social media plans, to promote the programs, and work of the department, inclusive of banking, insurance, real estate and the state-based health exchange, and to educate the public.Plan, prepare and execute internal and external communications activities. Prepare communications including press releases, press kits, speeches, social media and other communications materials to support the work of the department.Serve as an official department spokesperson and liaise with members of the media, stakeholders and the public.Produce valuable and engaging content for department websites, social media platforms, newsletters and other department channels; place and distribute content as appropriate.Plan and attend stakeholder meetings, press conferences, outreach events and internal meetings and events.Participate in the department’s marketing efforts including to promote the exchange and availability of coverage through Get Covered New Jersey. Review and edit marketing materials. Work to creatively develop materials for campaigns that engage, educate and motivate, as assigned.				

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	<ul style="list-style-type: none"> • Draft, review, edit outreach and marketing material, from website banners to digital and hard copy brochure copy. • Assist with the management and preparation of department contracts as assigned. • Perform other duties as assigned.
EDUCATIONAL REQUIREMENTS	<p>Graduation from an accredited college or university with a bachelor's degree. A degree in communications/public relations, journalism, marketing or a related field is preferred.</p> <p>A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED.</p> <p>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.</p>
EXPERIENCE REQUIREMENTS	<p>SPECIAL NOTE: Preferred candidates will possess the following qualifications:</p> <ul style="list-style-type: none"> • At least 5 years of career experience in communications. • Superb communication skills. This includes memoranda for leadership, strategic engagement of stakeholders, consumer-facing communications, and coordination of different business units. • Experience as a designated spokesperson for an organization or in government • Ability to turn around quality work products on tight deadlines • Familiarity with Associate Press Style • Experience handling confidential information • Availability to perform duties outside of traditional business hours, including on evenings and weekends, as needed.
LICENSE REQUIREMENTS	<p>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.</p>

RESIDENCY REQUIREMENTS	<p>The "New Jersey First Act," <u>N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</u> effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>
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<p>GENERAL INFORMATION</p>	<p><u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance.</p> <p><u>Telework:</u> This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.</p> <p><u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".</p>
<p>APPLICATION INSTRUCTIONS</p>	
<p>Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at human.resources@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.</p>	

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.