



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: April 26, 2024

Posting No.: 178-24

TITLE: Division Director, Equal Employment Division **SALARY:** \$168,600.00

LOCATION: Central Office, Equal Employment Division – Trenton, NJ

JOB DESCRIPTION: Under the direction of the Commissioner, or designee, is responsible for administering the NJDOC and State of New Jersey Policy Prohibiting Discrimination in the Workplace; directing the EED/Ethics Office, which includes investigations, EEO determinations, monthly, quarterly and annual reports related CSC matters and appeals, while ensuring compliance with contractual, policy and statutory requirements and timeframes; handling and overseeing State Division on Civil Rights and federal EEOC matters and compliance; and oversight of NJDOC Ethics and CEPA programs.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B).

EXPERIENCE: Four (4) years of administrative experience in the management and coordination of specific programs including the accomplishment of program objectives by dealing with various elements of a large organization, two (2) years of which shall have been in a supervisory capacity.

NOTE: Preference for interview will be afforded candidates possessing one (1) year of experience in supervising or advising on investigations of allegations of employee misconduct.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN MAY 10, 2024.

Forward Response To: Elizabeth Whitlock, Assistant Commissioner
Office of Human Resources
New Jersey Department of Corrections
P.O. Box 863
Trenton, New Jersey 08625-0863

Emailed resumes are to be sent only to: **Bonnie.Lutz@doc.nj.gov**

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or please [click here](#). If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.