



VACANCY ANNOUNCEMENT



Posting #: 2024-326		Issue Date: 09/10/2024	Closing Date: 09/15/2024	
Title: Advisor to the Commissioner (Government Representative 2)		Range/Title Code: X98/55013	Salary: \$134,407.00	
Unit Scope: Statewide Public/Private	Location: 1 John Fitch Plaza, Office of the Commissioner, 13 th Floor, Trenton, NJ 08625		Workweek: 35	# Vacancies: 1

Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. The DOL is in a telework pilot and permits two days of telework. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), and employee training.

About the Role:

The Advisor to the Commissioner will report directly to the Commissioner of the Department of Labor and Workforce Development and will support the mission and vision of the Department.

This role will be responsible for:

- Assisting with documenting and improving the process surrounding Public Works Contractor Registration with special attention to the apprenticeship requirement.
- Research, assist, implement, and complete any special project requests from the Commissioner or Executive Leadership.
- Provide advice to Commissioner, Executive Leadership, internal and external stakeholders, and the public on various programs and assure that the programs are operating with efficiency.
- Provide guidance and policy decision as to the nature and substance of the various statutes, regulations, and rules covering the New Jersey Department of Labor and Workforce Development.

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- Alternate Work Week*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework*
- 100% Tuition Reimbursement*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

EDUCATION: Graduation from an accredited college or university with a master's degree.

EXPERIENCE: 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; evidence of effective teamwork.

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Ten (10) years of public service experience, preferably in a leadership role. Applicant must have evidence of effective written communication skills, and effective teamwork. Project management experience preferred.

OR

Possession of a Master's degree from an accredited college or university; and five (5) years of the above-mentioned professional 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.

VETERANS PREFERENCE: Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of you New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

TO APPLY
If you qualify, please submit a letter of interest, transcripts (if applicable), and your resume (including the best contact number and email address) to email address listed below. Your submission <u>must</u> be received by the closing date and include the job posting number.
<p style="text-align: center;">EMAIL: Human Capital Strategies Recruitment Unit LWDJobPostings@dol.nj.gov</p> <p style="text-align: center;">Subject line must include the specific job posting number.</p>

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

☐ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? ☐ Yes ☐ No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.