



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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| POSTING #: 2023 - 070 - P | ISSUE DATE: May 16, 2023 | CLOSING DATE: July 17, 2023 |
| TITLE: Assistant Division Director | OPEN TO: General Public | |
| FUNCTIONAL TITLE: Assistant Director of Operations Enrollments, Purchase, Adjustments, Loans and Withdrawals | RANGE: X98- 64280 | WORKWEEK: NL (35 hours) |
| DIVISION: Pensions & Benefits | SALARY: \$ 152,087.00 | |
| LOCATION: 50 W State Street, Trenton, NJ | | |

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire an Assistant Director of Operations Enrollments, Purchase, Adjustments, Loans and Withdrawals. Under the direction of the Deputy Director, is responsible for the oversight of all Division operations within the Bureau. Directly supervises the Chief of the Bureau. Provides direction, oversight and resources necessary to enable the Bureau to efficiently and effectively meet its mission. Oversees the management of resources within the Bureau. Reallocates Bureau staff to meet the seasonal fluctuations in application submissions for enrollment, purchase and transfers. Oversees the annual processing of approximately 10,000 pension withdrawal applications, 29,000 pension fund enrollments or transfers, 12,000 requests to purchase additional service credit and 59,000 pension loans. Establishes goals and objectives for the bureau in executing the Division's mission. Directs the work activities to achieve the established goals and objectives for the Bureau. Establishes priorities of the Bureau and communicates those priorities to the Chief. Provides guidance to the Bureau on the governing state statutes, regulation and rules. Makes recommendations for changes in administrative code regulations as needed. Reviews proposed legislation to determine the operational impact and provides direction for implementation of new legislation impacting the Division. Develops and implements solutions to achieve/maintain compliance with federal requirements for qualified plan status for each of the Defined Benefit Pension Plans. Establishes and implements solutions for Director and Deputy Director to resolve any internal or external audit findings. Participates in the development of the Division's fiscal budget as well as the monthly/annual reports as they pertain to the areas of supervisory responsibility and oversight. Establishes internal controls and develops strategies and procedures to ensure adherence. Serves as backup Treasurer's representative for the following boards of trustees: Teachers' Pension and Annuity Fund, Public Employees' Retirement System and the State Police Retirement System, which requires attendance at all board meetings, detailed knowledge of statutes governing the retirement systems and knowledge of all operations of the Division. Assists the Executive Director and 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. Performs other related duties as required.

The desired candidate will have 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 the public, a variety of agency officials and vendor representatives.

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.

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 Public Administration or Communications. Candidates should be prepared to provide a writing sample(s) as part of the interview process.



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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 more 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 July 17, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023-070-P Assistant Division Director OE" 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
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer