



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR24-0063

**ISSUE DATE:** 4/12/2024

**TITLE:** Equal Employment Opportunity Officer (Unclassified)

**CLOSING DATE:** 4/18/2024

**DIVISION / OFFICE / UNIT:** Commissioner's Office

**LOCATION:** 101 South Broad Street  
Trenton, NJ

**SALARY RANGE:** Y98 \$120,000.00 - \$130,000.00

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Within the Department of Community Affairs (DCA), Office of the Commissioner, the Equal Employment Opportunity (EEO)/Ethics Liaison Officer is responsible for planning, development, implementation, and management of the Department's Equal Employment Opportunity/Affirmative Action Program. Has overall responsibility for ensuring compliance with state and federal statutes, rules, and regulations, Executive Orders and guidelines, as they relate to equal employment opportunity and affirmative action. This includes responsibility over activities directed by the NJ Civil Service commission, Division of EEO/AA. This position will also serve as the Ethics Liaison Officer for the DCA to ensure employees are aware of, and compliant with, State ethics laws and regulations. Perform other duties as related to this position.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

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

**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:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**SPECIAL TRAINING:** .

**LICENSE:** Appointee 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 essential duties of position.

**ADDITIONAL NOTES:** NOTE: Candidates who have an active law license (in good standing) in New Jersey is preferred but not required.

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, please go to:

<https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. **DO NOT SUBMIT VIA THE DCA PORTAL.**

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

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**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0063  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. **UNLESS OTHERWISE EXEMPTED FROM THE LAW.**