



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 073 - R	<b>ISSUE DATE:</b> July 24, 2023	<b>CLOSING DATE:</b> September 25, 2023
<b>TITLE:</b> Assistant Division Director	<b>OPEN TO:</b> General Public	
<b>FUNCTIONAL TITLE:</b> Assistant Director of Financial Budget, Compliance and Planning	<b>RANGE:</b> X98- 64280	<b>WORKWEEK:</b> NL (35 hours)
<b>DIVISION:</b> Pensions & Benefits	<b>SALARY:</b> \$ 152,087.00	
<b>LOCATION:</b> 50 W State Street, Trenton, NJ		

**THIS IS A REPOST OF VACANCY ANNOUNCEMENT 2023-073-P  
PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY**

### JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire an Assistant Director of Financial Budget, Compliance and Planning. Under the direction of the Deputy Director, is responsible for the oversight of all Division operations within Finance. Directly supervises the managers of Financial Budget Compliance and Planning Analysis. Provides direction, oversight and resources necessary to enable these area to efficiently and effectively meet their mission. Directs the development and preparation of the annual state budget for the employee benefit accounts including pension and health benefits. Manages the state's financial assets and provides statewide support services to state and local government agencies as well as the citizens of New Jersey. Directs the preparation of the Division's annual employee benefit budget submission. Also, directs the preparation of the monthly budget expenditure projections for the Division's 57 pension and health benefits appropriation accounts. Monitors spending and develops short and long term projections of future budget requirements for these various benefit programs. Ensure adequate funding is available and initiate transfer of funds when necessary. Financial lead in working with the Attorney General's Office and outside tax counsel to ensure tax compliance for the defined benefit pension plans. Review and interpret federal tax code changes impacting the operations of the various pension and health benefit programs. Identify and address tax compliance issues for the defined benefit pension plans. Oversee all accounting related activities associated with the collection and billing of premiums for the health benefits, prescription drug and dental programs. Review and revise procedures, as required, to maintain efficient and cost effective procedures. Directs and monitors internal audit activities including the investigation of creditable compensation, post retirement employment and enrollment eligibility issues for participants in the retirement programs administered by the Division. Oversees the development of auditing procedures to determine compliance with established rules, regulations and administrative policies. Oversees and directs the administration of the State's Section 125 Tax Savings Program, Section 132 (f) Commuter Benefit Tax Savings Program and Unemployment Cost Management Program. Serves as Contract Manager for these three outsourced programs. Develops service requirements, coordinates and monitors the work being performed by the programs' third party contractors, consults with the contractor to resolve problems and determines compliance with contractual obligations. Responsible for reviewing, analyzing and approving the year-end premium payments due to the insurance provider of the State's contributory and noncontributory policies, ensuring that claim charges and fees to the insurance provider are in accordance with contractual requirements and establishing insurance rates for local employer billing purposes. Reviews and updates financial, actuarial and statistical information pertaining to the pension and health benefits programs appearing in the State's bond offering statement following established policies and procedures. Drafts required updates describing new legislation impacting the various programs and serves as the primary individual within the Division responsible for coordinating and communicating required updates to the Office of Public Finance. Assists the Deputy Director in working with the Treasurer's and Governor's offices on benefit reform and cost containment strategies for the pension and health benefit programs. Develops and prepares various employee benefit plan reform and cost containment proposals. Assists the Deputy Director in the administration of public employee pension benefit and health benefit programs including policy formulation and operation performance to insure effectiveness and increased productivity. Assists the 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. Makes recommendations to Deputy Director for hiring, promoting and disciplining of employees. 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.



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### POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- Note:** Preference will be given to candidates with degrees in Public Administration, Finance, or a related field. Candidates should be prepared to provide a writing sample(s) as part of the interview process.
- 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.

### IMPORTANT NOTES

- 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.
- 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 information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto: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 **September 25, 2023**:

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2023-073-R Assistant Division Director FB" 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 (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*