



VACANCY ANNOUNCEMENT

Posting #: 2024-395	Issue Date: 11/8/2024	Closing Date: 11/12/2024	
Title: Government Representative 2/Care Workforce Manager (Unclassified)	Range/Title Code: X98/55013	Salary: \$118,300	
Unit Scope: Statewide Public/Private	Location: Workforce Development, Trenton, NJ (N851)	Workweek: NL	# 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:

NJDOL seeks to establish an Office of Care Workforce to support and advance New Jersey’s care workforces, including early childhood care and education. The Care Workforce Manager will manage NJDOL’s expanding efforts to promote job quality in these sectors. With growing capacity, the office will also prioritize direct care workers for older adults and people with disabilities (home health aides, elder care, and long-term care workers), as well as other sectors.

The Care Workforce Manager will coordinate the implementation of NJDOL’s Care Workforce Strategic Plan and support key initiatives related to early childhood care and education, including the federal Preschool Development B-5 (PDG B-5) Grant, by which New Jersey is conducting a needs assessment and strategic plan for the state’s early care and education workforces, and implementing an early childhood registered apprenticeship pilot.

Major Duties and Responsibilities:

- Facilitate cross-division collaboration at NJDOL, including with apprenticeship, work-based learning, career services and outreach/education teams, to identify opportunities to support and advance care workforces.
- Coordinate NJDOL’s partnerships with early childhood, maternal-child health, and other cross sector partners across state, regional and local levels, as it pertains to workforce.
- Manage NJDOL's role in New Jersey’s federal Preschool Development B-5 grants, including collaborating with the Interdepartmental Planning Group (IPG) and other partners on the implementation of the PDG B-5 planning grant funded through Administration of Children and Families (ACF), and ensure that NJDOL contracted partners meet their deliverables and implementation of core components.
- In collaboration with the state partners, develop cross-agency fiscal strategies to sustain the work begun with PDG B-5.
- Plan, prepare and follow-up in key meetings including the Interdepartmental Planning Group (IPG) and childcare apprenticeship meetings, Infant-Child Health Committee (IHC) of the NJ Council for Young Children, and other related workgroups/meetings that support early childhood systems integration.
- Coordinate NJDOL’s role in key maternal health initiatives, including the Nurture NJ strategic plan.
- Coordinate NJDOL’s role in other key early childhood care and education partnership initiatives, as identified by the PDG B-5 strategic plan.
- Promote program activities and statewide marketing of the initiative and related activities.
- Draft information on Office of Care Workforce activities as necessary, including memos, slide decks, copy for promotional materials, etc.
- Other duties as assigned.

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: A Bachelor's degree from an accredited college or university. An advanced degree in management (e.g., MBA), administration (e.g., MPA or MPP), law (e.g. J.D. or L.L.M.), or other areas related to the position is preferred.

EXPERIENCE: 4 or more years experience in care workforce programs or related programs, including early care and education, healthcare, or other, at the federal or state level. Exceptional organizational skills and ability to collaborate effectively. Experience in administrative oversight with projects or programs. Excellent verbal and written communication and interpersonal skills.

Demonstrated commitment to, knowledge of, and experience with worker protection and labor issues will be a factor in selection. Prior experience working for a governmental agency is not required, but past experience or demonstrated commitment to public service is preferred.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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 your 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 (609) 292-4144 , Option 3.

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 **must** be received by the closing date and include the job posting number.

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.**

EMAIL:
Human Capital Strategies
Recruitment Unit
LWDJobPostings@dol.nj.gov

Subject line must include the specific job posting number.

- 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.