



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Tahesha L. Way, Esq.
Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 194-24

ISSUE DATE: May 1, 2024

TITLE: **REGULATORY OFFICER 1
(CLASSIFIED NON-COMPETITIVE)**

CLOSING DATE: May 15, 2024

LOCATION: Department of Children and Families (DCF)
Office of Legal Affairs
Administrative Hearings Unit
50 East State Street
Trenton, NJ 08625

POSITIONS: 1

RANGE: P 26

DISTRIBUTION: STATE-WIDE

SALARY: \$75,386.19 - \$107,247.18

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under close supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.

SPECIAL NOTE: Regulatory Officer 1 in DCF's Office of Legal Affairs, Administrative Hearings Unit. This position is responsible for drafting final agency decisions related to abuse/neglect findings and licensing matters, as well as conducting dispositional reviews related to decisions made by the agency. This position may also involve presenting on case law and practice changes to agency staff, serving as a hearing officer for discipline and grievance hearings filed with the agency's Office of Employee Relations, as well as support other projects and initiatives within the Office of Legal Affairs as needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

EXPERIENCE: One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

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.

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

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

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.

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

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's website at <http://www.state.nj.us/csc/seekers/veterans>.

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: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter, resume and documentation of eligibility to practice as an Attorney-At-Law in the State of NJ **AND** a Certificate of Good Standing issued by the New Jersey Board of Bar Examiners **or** other license to practice law issued by any state in the United States as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.