



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625  
**AMENDED****



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

**Issue Date:** May 24, 2024

**Posting No.:** 219-24

**TITLE:** Governor’s Fellow **SALARY:** \$75,000.00

**LOCATION:** Central Office, Office of the Executive Director- Trenton, NJ

**JOB DESCRIPTION:** As a participant in the Governor’s Fellowship Program, under the close supervision of a cabinet member or other executive official in a State department, institution, or agency, in a learning environment, assists in the implementation of policies relating to modern government administrative practices and procedures and their practical application; does other related duties as required.

*More specifically,* Under the direction of the Executive Directors and in coordination with the various units within NJDOC, including the Division of Operations, the Division of Programs & Services, the Division of Administration and Women's Services, the Office of Compliance and Strategic Planning, this position will aid in researching, developing comments and reviewing existing policies and procedures for compliance with newly enacted legislation. Responsibilities include examining pending and enacted legislation and administrative code that may impact NJDOC, researching best practices for correctional agencies to guide the drafting of new policies, and revising existing policies. In addition, responsibilities include:

- Reviewing existing policies.
- Identifying policies in need of updating.
- Working directly with the various divisions to revise those policies and rules.

---

**REQUIREMENTS**

Graduation from an accredited college or university with a Master’s degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

**NOTE:** Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

---

**PLEASE INCLUDE RESUME, COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JUNE 14, 2024**

*(Continued from previous page)*

Forward Response To:

Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be  
sent only to:**

**Civilian.Recruitment@doc.nj.gov**

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 and the Fast Track Hiring program, visit the CSC Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or please [click here](#). If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.