NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

TITLE:	**SALARY RANGE:**	**POSTING NO.:**	**ISSUE DATE:**
Director of Recruitment and Retention	$168,600.00	308-26	10/30/2026 **CLOSING DATE:** 12/03/2026

LOCATION: Central Office Headquarters – Trenton, NJ
Division of Training, Recruitment, and Professional Development – New Lisbon, NJ
Custody Staff Training Academy – Sea Girt, NJ
(This position requires in-state travel)

CLASS OF SERVICE: Unclassified

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

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☒ Interested individuals who meet the stated requirements

JOB DESCRIPTION

The New Jersey Department of Corrections is seeking a strategic, data-driven leader to serve as the Director of Recruitment and Retention. This executive role is responsible for modernizing the hiring pipeline for Correctional Police Officers by establishing a robust recruitment, lead generation and streamlined onboarding process, and minimizing candidate attrition during the vetting process. The Director will oversee the Custody Recruitment Unit (CRU) and implement nationwide best practices, including proactive candidate mentorship, outreach, onboarding, and streamlined processing - to ensure the agency meets staffing demands.

CORE RESPONSIBILITIES:

Strategic Pipeline & Attrition Management: Direct the end-to-end recruitment lifecycle for thousands of annual applicants, systematically identifying and eliminating bottlenecks in the background, physical, and medical/psychological testing phases. Implement and oversee a formal Recruit Mentorship Desk, ensuring all candidates receive proactive, bi-weekly communication from assigned mentors to reduce voluntary dropouts and eliminate the "black hole" of background processing.

Monitor pipeline yield metrics and adjust processing strategies in real-time to guarantee a minimum output fully vetted and qualified recruits.

Data-Driven Outreach & Territory Deployment: Utilize market research and demographic data to distribute statewide leads equitably among field recruiters, managing four primary geographic territories (e.g., High-Density Urban, Northeast Corridor, Southern Operations, and Broad Regional).

Establish and hold the recruitment team accountable to strict Key Performance Indicators (KPIs), including Initial Contact Rates (within 48 hours), Pre-Assessment Conversion Rates, and Event ROI. Manage a centralized communications hub, including a dedicated recruitment hotline, to ensure immediate response times for applicant inquiries.

Address the most frequent applicant knowledge gaps upfront - specifically regarding disqualifying background factors, age/residency requirements, and the rigor of the physical training assessment - to encourage self-selection and early preparation.

Supervise a blended workforce of sworn personnel and civilian administrative staff.

Coordinate directly with contracted medical and psychological vendors to rapid-schedule candidate evaluations and shorten the total hiring timeline.

REQUIREMENTS

EDUCATION: Bachelor's degree in Human Resources, Public Administration, Criminal Justice, Business Administration, or a closely related field. (Master's degree preferred).

EXPERIENCE: A minimum of five (5) years of leadership experience in recruitment strategy or law enforcement administration, with experience managing high-volume applicant pipelines.

ANALYTICAL SKILLS: Proven ability to analyze lead data, geographic distribution, and attrition rates to formulate actionable recruiting strategies and performance KPIs.

LEADERSHIP: Demonstrated experience building mentorship, leading cross-functional teams, and successfully managing complex, multi-stage processes.

COMMUNICATION: Exceptional public speaking and presentation skills, with the ability to serve as the strategic face of the department's hiring initiatives to stakeholders, community leaders, and applicant pools.

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BENEFIT(S)*

*Pursuant to the State/Department's policy, procedures and/or guidelines.

Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:

- Alternate Work Week available for some positions
- Telework available for some positions
- Deferred Compensation
- Paid Time Off
- 13 State Holidays
- Health and Life Insurance
- Pet Insurance available through certain plans
- Flexible and Health Savings Accounts (FSA)/(HSA)
- Tuition Reimbursement
- Public Student Loan Forgiveness (PSLF)
- Up to $250 in rewards for exercising
- Gym membership discounts
- Diversity & Inclusion events
- Workplace security, health and safety
- Incarcerated Person empowerment and rehabilitation

APPLICATION INSTRUCTIONS

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to: Bonnie.Lutz@doc.nj.gov

Forward Response To:

Jennifer Caignon, Assistant Commissioner
Office of Human Resources
Central Office
P.O. Box 863
Trenton, NJ 08625-0863