New Jersey Department of Environmental Protection
Notice of Vacancy - Unclassified

Filling of this position is contingent upon further approval process

Title: Chief Diversity, Equity & Inclusion (DEI) Officer (Government Representative 1)

Posting Number: COM-2022-2

Open to: General Public

Workweek: NL (35-hour) Workweek

Salary: Commensurate with Experience

Opening Date: 8/23/2022

Closing Date: 9/23/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Office of the Commissioner, Management & Budget
Diversity, Equity & Inclusion Office
401 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Specific to the Position: The Chief Diversity, Equity & Inclusion (DEI) Officer is a senior executive who serves as a key advisor to the Commissioner and whose office is aligned with the Division of Human Resources. A member of the Department’s senior leadership team, the Chief DEI Officer is a key accountability partner to the leadership of all Department Programs and Divisions, and responsible for administering the Commissioner’s Department-wide direction for increasing diversity through purposefully inclusive recruitment; improving hiring, training, retention, and promotion of diverse personnel; fostering inclusive workplace practices through policy design and implementation; and improving outreach to and engagement with diverse communities to enhance the Department’s accessibility and build appreciation for the Department as a diverse and inclusive workplace that offers rewarding careers for all people. The Chief DEI Officer will steward the Department’s Diversity, Equity, and Inclusion (DEI) Action Plan, deepen and advance DEI policies, further develop and manage the Department’s DEI initiatives, and provides strategic direction and guidance to Departmental leadership on DEI matters. The Chief DEI Officer will serve as both an internal and external representative of the Department and its Commissioner through presentations and appearances at recruiting and other appropriate events relevant to the environmental industry.

Requirements

Education: Bachelor’s degree required. Advanced degree or significant study in the areas of public administration, organizational management, sociology, social justice, human resources, or related fields is preferred.

Experience: Candidate must possess demonstrated knowledge, skills, awareness of and commitment to contemporary issues of diversity, equity, and inclusion, including the current research and pedagogical approaches that inform and address these issues. With at least five (5) years of experience in managing or administering an effective DEI program or its components, the candidate must demonstrate a technical mastery of diversity issues in a complex organizational setting. Candidate must be a highly effective communicator, able to clearly and concisely articulate ideas; excellent writing and presentation skills are required.
**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit [https://nj.gov/military/veterans/services/civil-service/preference/](https://nj.gov/military/veterans/services/civil-service/preference/)

**Submit Letter of Interest, Resume, and Unofficial Transcript by 4:00 PM on the Closing Date to:**

Melissa Burk-Pocino  
Office of the Commissioner  
E-mail Address: EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.  
Please indicate how you heard about the position in the body of the email

**Posting Authorized By:**

Phiroza Stoneback, Manager  
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.