New Jersey Department of Environmental Protection
Notice of Vacancy
Filling of this position is contingent upon further approval process

Title: Dispute Resolution Specialist 1

Posting Number: DCLRL-2022-6

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (P27) $74,762.05 — $106,450.60

Opening Date: 6/27/2022

Closing Date: 7/12/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Deputy Commissioner Legal, Regulatory & Legislative Affairs
Office of Administrative Hearings and Dispute Resolution
401 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to permanent NJ State Employees who meet the requirements below.

Description: Under close supervision of a higher level supervisory official in a state department, acts as an arbitrator, case evaluator, conciliator, facilitator, fact-finder, mediator, or negotiator and is responsible for designing and developing processes and systems for particular contexts or types of disputes. Designs and administers training programs; assesses situations for appropriate alternative dispute resolution (ADR) intervention; develops, implements, and monitors dispute resolution programs; and promotes and encourages dispute resolution processes. Determines the most appropriate dispute resolution process for disputes referred from the courts or other government/public agencies. Conducts facilitations regarding the development of new rules and policies through consensus building; does related work as required.

Specific to the Position: Under close supervision of the Director, the appointee will act as case evaluator, facilitator, mediator, and/or negotiator, as appropriate. The appointee will process requests for alternative dispute resolution (ADR), including entry and tracking using the Department's database, conducting conference calls, meetings, and mediations in and effort to resolve disputes between the regulated community and the Department. Assess hearing requests to determine if they are appropriate for ADR, when ADR isn't requested as part of the hearing request.

Preferred Skill Set: Experience with mediation, conflict resolution, government environmental policy, and litigation. Strong communication skills, both written and oral. Creative problem solving. Experience with Microsoft products and data management.

Requirements
**Education:** Graduation from an accredited college with a Bachelor's degree.  
NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**Experience:** Two (2) years of experience in mediating litigation and public disputes and/or facilitating the development of new rules or policies through consensus building.  
NOTE: Possession of a Juris Doctor's degree may be substituted for two (2) years of the required experience.  
NOTE: Possession of a Master's degree in Dispute/Conflict Resolution may be substituted for one (1) year of the required experience.

**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.

**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:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an 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/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:  
Melissa Burk-Pocino  
Deputy Commissioner Legal, Regulatory & Legislative Affairs  
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.

**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.