



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	105-25	ISSUE DATE:	4/30/2025	CLOSING DATE:	5/14/2025
TITLE:	Assistant Division Director				
LOCATION:	Division of Medical Assistance and Health Services Office of the Chief of Policy and Innovation 7 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	&98		
		SALARY:	SALARY IS COMMENSURATE WITH EDUCATION AND EXPERIENCE		
		UNIT SCOPE:	K250		
		SERV. CLASS:	Unclassified		
OPEN TO:	CURRENT DIVISION EMPLOYEES				
DESCRIPTION					
DEFINITION:	Under direction of a Division Director or Deputy Director, or other senior official in a state department or agency, directs the staff and activities of an operational unit responsible for providing general administrative and/or fiscal management activities, program policy and planning services, or varied social, medical, assistance, health care, and other services to a specific client population; does other related duties as required.				
SPECIAL NOTE:	<p>The selected candidate will serve as the Division's Policy Director, overseeing (1) implementation of New Jersey's comprehensive 1115 demonstration, (2) legislative tracking, (3) management of the Division's relationship with Federal partners and other key stakeholders, and (4) assuming responsibility for a range of other key priorities and special projects.</p> <p>The desired candidate will:</p> <ul style="list-style-type: none">• Have deep knowledge about New Jersey's 1115 demonstration, including key initiatives authorized by the 1115; monitoring, evaluation, and budget requirements; and requirements around 1115 amendments, renewals, and extensions.• Have extensive experience with the legislative process in New Jersey• Have wide-ranging knowledge of federal policymaking, with a particular focus on the Centers for Medicare and Medicaid Services (CMS). Specifically, the successful candidate should have experience navigating requesting and receiving approvals from CMS for state policy changes.• Have general knowledge of the national Medicaid policy landscape, including potential upcoming Congressional and Executive Branch proposals.• Be comfortable briefing senior state officials, including making recommendations on complex policy and program questions.• Be an excellent communicator, who is comfortable representing the Division in public forums• Be a strong manager, who can effectively support staff development and growth• Be committed to serving people the best way possible through government healthcare programs.• Champion change, out of the box thinking and problem solving.				
REQUIREMENTS					
REQUIREMENTS:	<p>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Ten (10) years of professional experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (physical, intellectual, or developmental disability, juvenile offenders, socially/economically disadvantaged, etc.), three (3) years of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Ten (10) years of professional experience as an administrator responsible for planning, budgets, and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a master's degree from an accredited college or university in a field relevant to the position; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.</p>				

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.
IMPORTANT NOTICES	
NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
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.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
SAME PROGRAM APPLICANTS:	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
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer