



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	144-26	ISSUE DATE:	5/11/2026	CLOSING DATE:	5/26/2026
TITLE:	Division Director				
LOCATION:	Department of Human Services Office of Employee Relations 222 S. Warren St Trenton, NJ 08625	RANGE:	M 98		
		SALARY:	\$170,000.00		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Unclassified		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under direction of the Assistant Commissioner of Human Resources, directs the administration of all Employee Relations programs and activities, including workplace conduct oversight, performance and disciplinary guidance, conflict resolution, and compliance with employment laws and departmental policies for the Department of Human Services; does related work as required.				
SPECIAL NOTE:	The New Jersey Department of Human Services is seeking a dynamic and strategic leader to serve as the Division Director of Employee Relations, responsible for guiding statewide employee relations functions across one of New Jersey's largest and most complex departments. The ideal candidate will demonstrate a strong commitment to fostering a fair, equitable, and supportive workplace culture while ensuring compliance with all applicable State and Federal employment laws, regulations, and collective bargaining agreements.				
REQUIREMENTS					
REQUIREMENTS:	NOTE: 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.				
	Ten (10) years of professional experience in a public or private organization in Employee Relations, five (5) years of which shall have involved management responsibilities.				
	OR Possession of a bachelor's degree from an accredited college or university, and six (6) years of the above-mentioned professional experience.				
REQUIREMENTS:	OR Possession of a master's degree in Human Resources, Labor Relations, Public Administration, Employment Law or a related discipline, and four (4) years of the above-mentioned professional experience.				
	SPECIAL NOTE:	Preferred candidates should have experience in managing labor relations in a unionized environment, including interpreting collective bargaining agreements, overseeing grievance and disciplinary processes, and collaborating with union representatives to resolve workplace issues. Developing and implementing organization-wide employee relations policies, programs, and best practices that promote employee engagement, accountability, and organizational effectiveness. Directing or conducting sensitive workplace investigations involving misconduct, harassment, or policy violations, with a demonstrated ability to ensure fairness, confidentiality, and legal compliance. Partnering with executive leadership, HR units, legal counsel, and external agencies to address complex employee relations matters and support organizational goals.			
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					
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <i>must be evaluated</i> 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:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <i>will be at your expense</i> . 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 its administered.				
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.				
TELEWORK:	Certain positions may be eligible to participate in the Department's Telework Program, 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:	If you are applying under the NJ State as a Model Employer "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,				

**EMPLOYEE
BENEFITS:**

In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DHS-CO.Resumes@dhs.nj.gov

You **must** include the Job **Posting #**, and **Last Name** in the **subject line** of your email. **Example: (123-25, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer