



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 #:	165-25 This position is a repost of Job Posting #133-25. Previous applicants need not apply.	ISSUE DATE:	6/23/2025	CLOSING DATE:	7/7/2025
TITLE:	Assistant Division Director				
LOCATION:	Division of Management and Budget Office of Employee Relations 222 S. Warren Street Trenton, NJ 08625	RANGE:	&98		
		SALARY:	Commensurate with Education and Experience		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Unclassified		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under the direction of a Division Director, 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, program policy and planning services, or delivering a variety of social, medical, assistance, health care, and other services to a specific client population; does other related duties as required.				
SPECIAL NOTE:	Assists the Director of Employee Relations in the direct managerial oversight in the day to day operations and oversight of the five Developmental Centers, Office of Employee Relations. Conducts one on one bi-weekly meetings for the DC's, ERCs. Assists the Director in providing oversight in the investigation of complaints, i.e. grievances, workplace violence violations, etc.. In the absence of the Director, provides testimony at OAL for arbitration, mediation and early settlement cases. Acts as a liaison with the AG's office for arbitration and mediation. Communicates with GOER on a regular basis in the absence of the Director. Participates in union negotiations. Participates in Labor Management meetings with various unions. Oversees hearing officer training.				
REQUIREMENTS					
REQUIREMENTS:	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 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.				
	OR				
	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.				
	OR				
	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.				
SPECIAL NOTE:	OR				
	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.				
	"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.				
	The preferred candidate for the role of Assistant Division Director of Employee Relations is an experienced and strategic HR professional with a deep understanding of employment laws, labor relations, and workplace policies. This individual is a proactive leader who excels at fostering a positive, collaborative work environment while effectively managing employee relations matters. The preferred candidate possesses exceptional interpersonal and communication skills, allowing them to navigate complex workplace issues with fairness, discretion, and professionalism. They have a proven ability to advise leadership, mediate conflicts, and implement employee-centered solutions that align with organizational goals. Their expertise in labor negotiations, policy development, and compliance ensures that the workplace remains equitable and legally sound.				
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 <u>must be evaluated</u> 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 <u>will be at your expense</u> . 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	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to:</p> <p>DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-25, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer