



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 #:	255-26	ISSUE DATE:	8/5/2026	CLOSING DATE:	8/19/2026
TITLE:	Governor's Fellow				
LOCATION:	Management and Budget Central Office Policy Unit 222 S. Warren St Trenton, NJ 08625	RANGE:	X98		
		SALARY:	\$75,000.00		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	As a participant in the Governor's Fellowship Program, under the close supervision of a cabinet member or other executive official in a State department, institution, or agency, in a learning environment, assists in the performance of the routine functions involved in the formulation and implementation of policies relating to modern government administrative practices and procedures and their practical application; does other related duties as required.				
SPECIAL NOTE:	The H.R. 1 fellow will be hosted in the Department's Central Office policy unit and report to the Chief Strategy and Innovation Officer. The fellow will work with the Central Office policy team, the Division of Family Development, and the Division of Medical Assistance and Health Services to advance policy initiatives, such as Medicaid Revalidation, SNAP enrollment, and communications efforts.				
REQUIREMENTS					
REQUIREMENTS:	Graduation from an accredited college or university with a master's degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork. SPECIAL NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester-hour credits being equal to one (1) year of experience.				
SPECIAL NOTE:	Job Duties: • Conduct research and analysis of existing and new policies at local, state, and federal levels; • Review and analyze policy proposals from external stakeholders; • Review and analyze relevant legislation; • Provide recommendations/strategy to DHS leadership on policy options; • Meet/correspond with senior department personnel, internal subject matter experts, and interagency partners; • Meet/correspond with external stakeholders, including advocacy and policy organizations; • Represent DHS at relevant internal and external meetings, as appropriate; Accompany senior department personnel at relevant meetings and events, as appropriate. Preferred Experience/Skills: • Academic, professional, and/or lived experience with food assistance or Medicaid; • Academic and/or professional public policy experience; • Effective oral and written communications skills.				
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 "SAME" program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above. If you have questions, please email CSC-SAME@csc.nj.gov or call (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