



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 #:	264-26	ISSUE DATE:	8/5/2026	CLOSING DATE:	8/19/2026
TITLE:	Regulatory Officer 1				
LOCATION:	Division of Medical Assistance and Health Services Office of the Chief of Policy and Innovation 5 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	P26		
		SALARY:	\$83,582.01 - \$122,831.91		
		UNIT SCOPE(S):	K250		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under close supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.				
SPECIAL NOTE:	The Office of Policy and Innovation is seeking a Regulatory Officer to manage the Division's Legislative response. When the state or federal legislature proposes bills that impact NJ's Medicaid program or the Division itself, this unit coordinates the relevant SMEs and Division Leadership around comments and/or suggested changes to those bills including fiscal estimates for state and federal funds. The legislative comment process requires significant legal research and policy engagement to ensure the Legislature and Governor's Office has the background and context necessary to make their decisions around state policy. This position will identify, track, and communicate responses to relevant state and local legislation, policies, and programs impacting Medicaid at the federal or state level and serve as the key point of contact with DHS Central Office legislative staff and internal DMAHS partners to coordinate legislative comments and responses to external stakeholders. In addition to legislative comments, this position will support development and implementation of key Medicaid policies and programs in the Office of Policy and Innovation, along with related administration and agency priorities. This could include legal research, creation and review of legal agreements such as MOAs and creation and submission of required documentation to the federal Centers for Medicare and Medicaid Services for authority to receive federal Medicaid dollars.				
REQUIREMENTS					
EDUCATION:	Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.				
EXPERIENCE:	One (1) year of experience performing any of the following: conducting legal research; analyzing, reviewing, and evaluating legal documents, rules, regulations, legislation, and/or regulatory matters. OR One (1) year of experience as an attorney. LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.				
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

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