



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	342-20	ISSUE DATE	3-16-2020	CLOSING DATE	3-30-2020
TITLE	Assistant Division Director (Unclassified)	RANGE	&98		
LOCATION	Division of Management and Budget Office of Finance 222 South Warren Street Trenton, NJ 08625	SALARY	Commensurate with education and experience		
		OPEN TO	Current State employees		
DEFINITION	<p>The Assistant Division Director will be responsible for the management of the Cost Operations Section, Federal Funds Management Unit and the Cost Allocation Planning & Analysis Unit, as well as corrective action of audits and disallowances as it relates to federal reimbursement, revenue management and other finance operations.</p> <p>Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Responsible for the oversight of the following sections/units with the Office of Finance: Cost Operations, Cost Allocation Planning & Analysis Unit, and Federal Funds Management Unit. ➤ Oversee and administer the compilation and preparation of cost reports for five State Developmental Centers. Completed cost reports are used to develop Medicaid billing rates. ➤ Responsible for the review of all completed operation Division cost allocation plan administrative claims on a quarterly basis. Serve as a resource and liaison with the Division s and the Attorney General's Office regarding Federal disallowances and deferrals. ➤ Responsible for oversight of the Federal Management Unit; which is responsible for the following activities: Control account analysis; federal account reconciliations; establishing and monitoring federal accounts; transfer of federal funds within DHS and other departments; Federal revenue drawdowns; and Single State Audit reporting and compliance. 				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or University with a Bachelor's degree. Please provide a transcript of your degree with your resume. Failure to do so may result in an ineligibility determination.				
EXPERIENCE	Six (6) years of 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 (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged), three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.				
NOTE	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
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.				
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 NOTICE					
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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer