



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:

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| JOB POSTING #: | 547-23 | ISSUE DATE: | 9/26/23 | CLOSING DATE: | 10/10/23 |
| TITLE: | Regulatory Officer 1 | | | | |
| LOCATION: | Division of Family Development Office of Policy and Legal Affairs 6 Quakerbridge Plaza Hamilton, NJ 08619 | RANGE: | P26 | | |
| | | SALARY: | \$72,836.90 - \$103,620.41 | | |
| | | UNIT SCOPE: | K500 – Division of Family Development | | |
| 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. | | | | |
| NOTE: | This position will serve in DFD's Office of Policy and Legal Affairs' Policy, Legal Authority and Regulations (OPAL-POLAR) Unit and be responsible for policy, regulatory and legislative analysis and writings. OPAL-POLAR is responsible for issuing and maintaining policies, procedures, manuals, forms, and notices, promulgating regulations and preparing reports and recommendations on the impact of proposed or existing legislation and regulations as it pertains to the Division's public assistance programs. | | | | |
| REQUIREMENTS | | | | | |
| EDUCATION: | Graduation from an accredited law school with a Juris Doctor (J.D.) Degree. | | | | |
| EXPERIENCE: | One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney. | | | | |
| NOTE: | Experience with writing policy and/or regulations and working with low-income populations preferred. | | | | |
| LICENSE: | Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey. Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States. 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 | | | | | |
| 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. | | | | |
| 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. | | | | |
| DRUG SCREENING: | If you are a candidate for a position that involves direct client care with the Department of Human Services, 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. | | | | |
| NOTE: | * Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot "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. * <u>SAME Applicants</u> : If you are applying under the NJ "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: SAME@csc.nj.gov , or call CSC at (833) 691-0404. | | | | |
| FILING INSTRUCTIONS | | | | | |
| Forward a cover letter and resume electronically to: dfdhresumes@dhs.nj.gov | | | | | |
| You must include the Job Posting # , and Last Name in the subject line of your email. Example: (123-22, Smith) | | | | | |

New Jersey Department of Human Services is an Equal Opportunity Employer