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

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<th>JOB POSTING NUMBER</th>
<th>TITLE</th>
<th>ISSUE DATE</th>
<th>CLOSING DATE</th>
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<td>056-22B Repost</td>
<td>Senior Executive Service (SES) or Government Representative (UA) – Chief of Staff for Mental Health and Addiction Services *NOTE: IF YOU ALREADY APPLIED FOR JOB POSTING 056-22 DO NOT APPLY.</td>
<td>9/13/2022</td>
<td>10/4/2022</td>
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</table>

**LOCATION**
Division of Mental Health and Addiction Services  
5 Commerce Way  
Hamilton NJ 08690  
Office of the Assistant Commissioner

**RANGE**
M98 / X98

**SALARY**
SALARY WILL BE COMMENSURATE WITH EXPERIENCE

**OPEN TO**
Current State Employees and the Public

**DEPICTION**
The Senior Executive Service (SES) or Government Representative (UA) Classification has managerial, policy executing, and/or policy influencing responsibilities. This position will assist the Assistant Commissioner in exercising control and direction over policy development, strategic planning, communications and performance improvement. Oversee procurement process and implementation of new initiatives. Assist the Assistant Commissioner in human resource management (including tracking the status of human resource actions) and ensure the proper coordination of Mental Health and Addictions Services within the Division, across state government and with external stakeholders. Develop, recommend and implement solutions to problems related to operations and policies internal to DMHAS and perform special functions or directs special projects at the request of the Assistant Commissioner.

SES positions may report to other SES or unclassified positions at an equal or higher level.

**REQUIREMENTS**

**EDUCATION**
A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful. Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

**EXPERIENCE**
Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

**NOTE**
Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills. Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required. Specific requirements may be waived by the Commissioner of Personnel with sufficient justification.

**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**
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. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**NOTE**
* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.  
* All State workers are required to be fully vaccinated or submit to weekly Covid testing. To comply with this requirement, fully vaccinated staff must provide proof of vaccination status.

**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-HRAdmin.Resumes@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