



VACANCY ANNOUNCEMENT

Posting #: 2025-229		Issue Date: 10/20/2025	Closing Date: 11/10/2025
Title: Administrative Analyst 1 (Program Manager) (Competitive)		Range/Title Code: P19/50072	Salary: \$58,817.70 - \$85,742.00
Unit Scope: Statewide Career Service	Location: Office of Strategic Enforcement and Compliance (OSEC), 1 John Fitch Way, Trenton, NJ 08625 (N300)	Workweek: NE	# Vacancies: 1

Job Description

The Office of Strategic Enforcement and Compliance (OSEC) is a dynamic and innovative team that manages and supports the affirmative and data-driven strategic enforcement of New Jersey's worker protection laws across the Department of Labor and Workforce Development (DOL) program areas and between DOL and other state agencies and entities.

The Program Manager will be an integral member of this team and will report to the Senior Program Manager. They will:

- Help Program Leads with operational support to OSEC's legal mandates, including the [Workplace Accountability in Labor List](#) (the "WALL") (N.J.S.A. 34:1A-1.16), substantial good standing (N.J.S.A. 34:15D-34), and [Wage Violation Watchlist](#) (N.J.S.A. 34:11-58.5), as well as other programs OSEC develops and coordinates with other Department areas.
- Help set up OSEC standard operating procedures for staff to follow legal mandates and programs, including learning how to review documents and data for quality control.
- Assist Program Leads in assessing and measuring how well OSEC programs and operations work, including gathering feedback, solving problems, and making recommendations to improve efficiency and effectiveness.
- Help manage and track incoming communications from DOL Divisions and other State agencies about OSEC's legal mandates and programs and learn to prepare outgoing communications to these stakeholders.
- Work with Program Leads to create informational materials to educate internal and external stakeholders about OSEC's legal mandates and programs.
- Assist in preparing documents for the Office of Administrative Law ("OAL") for contested cases concerning the WALL.
- Complete other duties as assigned, including managing OSEC files and handling important projects or special assignments, as needed.

Full Civil Service specifications can be found [HERE](#).

Civil Service Commission Requirements (Education/Experience/Licenses)

Open to employees of the State of New Jersey who are currently permanent in a competitive title and who meet the open competitive requirements listed below:

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

LICENSE:

Appointee 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 essential duties of the position.

TO APPLY

If you qualify, **please submit a letter of interest, transcripts (if applicable), and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

EMAIL:

Human Capital Strategies

Recruitment Unit

LWDJobPostings@dol.nj.gov

Subject line must include the specific job posting number.

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

☐ **I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ **I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? ☐ Yes ☐ No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.