



VACANCY ANNOUNCEMENT

Posting #: 2026-203	Issue Date: 8/03/2026	Closing Date: 8/24/2026	
Title: Governor's Fellow (Unclassified)	Range/Title Code: X98/90221	Salary: \$75,000	
Unit Scope: Statewide Public/Private	Location: Office of Policy, 1 John Fitch Plaza, Trenton, NJ 08625 (N300)	Workweek: NL	# Vacancies: 1

Job Description

The Office of Policy is housed within the Office of the Commissioner at the New Jersey Department of Labor and Workforce Development (NJDOLE). Established during Governor Murphy's first term, the Office of Policy's mission is to ensure the successful translation of NJDOLE-enforced laws into tangible programs and services for New Jersey workers and employers. Our vision is an economy that works for all and where NJDOLE staff feel equipped and empowered to deliver programs and services to the best of their ability.

The Office of Policy supports the Commissioner and the agency's executive leadership team by identifying and curating legislative priorities, tracking passage and implementation of new laws, coordinating agency bill commentary, advancing data-driven decision making, managing the Department's Immigration Relief Program (including U and T visa certifications for aggrieved workers), and representing NJDOLE on interagency task forces, working groups, and statewide initiatives.

The ideal candidate will work on the following areas within the Office of Policy:

Interagency Coordination & Farmworker Advocacy

- Help manage NJDOLE's interagency taskforce on farmworkers, a collaborative partnership with the Department of Agriculture, Department of Health, State Office of Rural Health, and DOL's Migrant Seasonal Farmworker Program
- Coordinate monthly taskforce meetings and facilitate discussion on shared issues affecting New Jersey's farmworker population
- Track action items and support implementation of taskforce initiatives

Immigrant & New American Workforce Integration

- Manage the development of resources and preparation of cross-agency informational events in collaboration with the Office of New Americans
- Support the New American population's access to key workforce development resources through NDOL programming
- Create accessible materials and coordinate outreach strategies

Occupational Safety & Health Policy Implementation

- Help manage the implementation of laws related to DOL's Division of Public Safety and Occupational Safety and Health (PSOSH)
- Support policy analysis and regulatory development as needed

Crossing Guard Safety Initiative

- Support PSOSH's campaign addressing crossing guard safety
- Develop resources, coordinate informational sessions, and design strategies aimed at supporting this vulnerable worker population
- Collaborate with municipalities, school districts, and advocacy organizations

General Policy Support

- Conduct research and analysis on labor and workforce policy issues
- Draft memoranda, briefings, and policy recommendations
- Assist with legislative tracking and implementation planning
- Represent the Office of Policy in meetings and working groups as assigned

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- Alternate Work Week*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework*
- 100% Tuition Reimbursement*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

EDUCATION: Graduation from an accredited college or university with a Master's degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester-hour credits being equal to one (1) year of experience.

RESPONSIBILITIES INCLUDE:

- Conduct research and analysis on labor and workforce policy issues
- Draft memoranda, briefings, and policy recommendations
- Assist with legislative tracking and implementation planning
- Represent the Office of Policy in meetings and working groups as assigned
- Help manage the implementation of laws related to NJDOL's Division of Public Safety and Occupational Safety and Health (PSOSH)
- Support policy analysis and regulatory development as needed

REQUIRED CREDENTIALS:

- Strong written and verbal communication skills
- Ability to manage multiple projects simultaneously and meet deadlines
- Commitment to public service and advancing equity for workers
- Demonstrated ability to work collaboratively across teams and organizations

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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.

VETERANS PREFERENCE: Are you a veteran? If so, proof your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <https://www.state.nj.us/csc/seekers/veterans>.

SAME APPLICANTS: 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 email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

TO APPLY

If you qualify, **please submit a letter of interest, transcripts, and your resume (including the best contact number and email address)** to the 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.