



# VACANCY ANNOUNCEMENT



<b>Posting #: 2026-067</b>		<b>Issue Date: 03/11/2026</b>	<b>Closing Date: 04/01/2026</b>
<b>Title:</b> Division Director (Unclassified) or Senior Executive Service		<b>Range/Title Code:</b> M98/62304 or 90752	<b>Salary:</b> \$174,225
<b>Unit Scope:</b> Statewide Career Service Public/Private	<b>Location:</b> Office of Research and Information (ORI), NJ Department of Labor and Workforce Development (NJDOL), Center for Occupational Employment Information (COEI) 1 John Fitch Plaza, 5th Floor, Trenton, NJ 08625 (N725)	<b>Workweek:</b> NL	<b># Vacancie(s): 1</b>

### Job Description

#### **About the Office of Research and Information (ORI):**

We are NJ’s premier source for economic, labor market, and demographic data and analysis. We drive innovation by embracing diversity, creative thinking, and collaboration with internal and external stakeholders. ORI’s services and solutions help New Jerseyans – students, jobseekers, business owners, and policy makers alike – make informed, data-driven decisions. Our team is responsible for:

- Developing, analyzing, and disseminating labor market and career information as well as demographic data.
- Preparing reports for the State and Federal government agencies that fund Labor’s workforce and worker benefit programs.
- Providing performance measurements, business intelligence, and evaluation services that promote the continuous improvement of Labor programs.
- Developing and maintaining [MyCareerNJ](#) a suite of user-centric digital tools to guide New Jerseyans’ career planning activities.
- Overseeing the review and approval of NJ’s private career schools and maintaining the Eligible Training Provider List; (ETPL), and Consumer Report Card (CRC)
- Serving as the data backbone for strategic enforcement and compliance activities undertaken by Labor’s worker protection programs.
- Generating a consumer report card that helps consumers understand the track record of training programs in helping people obtain jobs and increase their wages.

#### **About the Center for Occupational Employment Information (COEI):**

COEI was established within NJDOL by statute (N.J.S.A. 34:1A-86). This division serves as the state’s central authority for career information, training provider accountability, and the public visibility of training and employment opportunities and outcomes to support informed, data-driven career decisions. Its mission is to ensure that New Jersey residents, students, jobseekers, and professionals have access to reliable, data-informed tools that support career exploration, training decisions, labor market attachment and advancement, and long-term economic mobility

COEI supports career guidance programs across the state and provides public access to planning tools and performance data, including the Consumer Report Card (CRC). The Division also publishes the bi-annual Labor Demand Occupation List, in collaboration with the LMI Bureau within EDR. The Labor Demand Occupation List identifies high-demand occupations across New Jersey which informs funding priorities and training investments.

COEI’s work is carried out by two interdependent teams: the Training Evaluation Unit (TEU) and the [MyCareerNJ](#) Worker Experience Team. Together, these teams ensure that New Jersey’s workforce development ecosystem is data-driven, and responsive to the needs of both individuals, career counselors and employers.

### **About the Role:**

The Director (SES) will be responsible for leading the COEI team, including:

- Leading the further development of [MyCareerNJ](#) the mobile-responsive, interactive set of applications intended to assist New Jerseyans in all aspects of career development including career exploration, job search, career changes, and the acquisition of occupational training.
- Implementing a rigorous quality assurance/consumer protection framework as applied to the ETPL.
- Overseeing the development and maintenance of the ORI website.
- Providing support, information, and guidance that would improve career and education decision-making.
- Maintaining the Eligible Training Provider List (ETPL).
- Assessing the quality of all ETPL programs and providing this information in the form of a Consumer Report Card.
- Maintaining a current list of in-demand occupations; and With the Department of Education, overseeing the review and approval of private career schools in the State of New Jersey
- Leading outreach efforts to effectively communicate ORI's career and labor market information products and services to both internal and external customers.

### **What You'll Bring:**

- Mission orientation to serve the people of New Jersey
- Leadership experience in a matrix organization.
- Excellent oral and written communications skills.
- Strong organization, project/vendor management, and facilitation skills.
- Ability to work on and lead multiple projects concurrently.
- Strong Microsoft Office skills, particularly Excel.
- Ability and confidence to make effective presentations.
- Experience in quantitative and qualitative data reporting, analytics, visualization, and interactivity.
- Familiarity with agile, user-centered design.

### **Employee Benefit(s)**

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

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

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

### **Civil Service Commission Requirements (Education/Experience/Licenses)**

**EDUCATION:** A bachelor's degree from an accredited college or university. An advanced degree in management, administration, social work, public policy or other areas related to the position would be helpful.

Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities.

Successful completion of the Certified Public Managers (CPM) Program is preferred. Participating in any portion of the CPM program or related programs.

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.

**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 of 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.

**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 visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (609) 292-4144 , Option 3.

#### **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.

#### **EMAIL:**

Human Capital Strategies

Recruitment Unit

[LWDJobPostings@dol.nj.gov](mailto:LWDJobPostings@dol.nj.gov)

**Subject line must include the specific 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.**

- 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 partner<sup>1</sup> 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 \_\_\_\_\_

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