



# VACANCY ANNOUNCEMENT

<b>Posting #: 2023-392</b>		<b>Issue Date: 12/5/2023</b>		<b>Closing Date: 1/2/2024</b>	
<b>Title:</b> Government Representative 2 / Research Project Manager, Strategic Enforcement Initiatives (Unclassified)		<b>Range/Title Code:</b> X98 / 55013		<b>Salary:</b> \$120,000.00	
<b>Unit Scope:</b> Statewide Public/Private		<b>Location:</b> ORI, 5th Floor, Trenton, NJ 08625		<b>Workweek:</b> NL	
				<b># Vacancies:</b> 1	

## Job Description

The Department of Labor and Workforce Development (NJDOLE) provides many benefits to employees to acknowledge and value their contribution. The DOL is in a telework pilot and permits two days of telework. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. NJDOLE also provides tuition reimbursement (after nine months of employment), an Alternate Workweek Program (determined by division), and employee training.

This position resides within the Office of Research and information (ORI) at NJDOLE, the state’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.

### About the Role:

Strategic enforcement, a proactive and data-driven (rather than complaint-driven) approach to encouraging industry-wide compliance with tax and labor laws, especially where workers are the least likely to exercise their rights This position will lead a new, dynamic, and innovative unit that will [provide the data and analytical backbone for NJDOLE’s strategic enforcement initiatives. The unit will work closely with the newly established Office of Strategic Enforcement and Compliance (OSEC) at NJDOLE. This position will be responsible for managing the following:

- Contract(s) with private sector vendors to gather business requirements and build the unit’s data infrastructure in service of OSEC’s statutory obligations;
- Relationships with stakeholders in NJDOLE’s various program areas including OSEC, the Office of Information Management, Workforce Development, Employer Accounts, and others;
- The development and maintenance of pre-clearance procedures that will ensure that businesses seeking assistance from the agency are in substantial-good standing with wage, benefit, or tax laws;
- Research and data analysis, including predictive analytics and other data science methods, with administrative and other secondary data to inform enforcement targets; and
- A web-based public listing of businesses that are prohibited from contracting with any public body due to prior violation(s) of state wage, benefit, or tax laws.

The position reports to the Director of Workforce Research and Analytics in ORI. As a new position, the Research Project Manager will have opportunities to shape and develop the role to meet OSEC’s and NJDOLE’s needs.

## 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:** Master's degree in statistics, data science, quantitative social science, public administration, criminal justice, economics, or a similar discipline.

**EXPERIENCE:** At least five years of experience in conducting applied research and/or systems design projects, at least one (1) year of which shall have been in a project management capacity. Must have at least one (1) year of experience working with non-technical stakeholders/customers.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

### ADDITIONAL QUALIFICATIONS:

- A strong interest in data, technology, innovation, and public policy;
- An ability to manage simultaneous projects and competing priorities;
- Excellent oral and written communication skills as well as experience preparing and giving presentations (in particular, presentations of data and statistics to lay audiences);
- An ability to successfully engage with people from diverse backgrounds;
- An ability to problem-solve in novel situations; and
- Experience working collaboratively in a team environment.

**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 (833) 691-0404.

## TO APPLY

If you qualify, **please submit a letter of interest 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](mailto: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 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.