



New Jersey Department of Labor and Workforce Development
VACANCY ANNOUNCEMENT



Posting #: 2024-143	Issue Date: 4/18/2024	Closing Date: 5/16/2024	
Title: Assistant Director, Labor Planning and Analysis (Competitive)	Range/Title Code: &33/61040	Salary: \$104,206.72 - \$149,010.97	
Unit Scope: Statewide Career Service	Location: ORI Division of Workforce Research & Analytics (WRA) 5th Floor, Trenton, NJ 08625 (N755)	Workweek: NL	# Vacancies: 1

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 demographic data;
- Preparing reports for the State and Federal government agencies that fund Labor's workforce and worker benefit programs;
- Providing performance measurement, business intelligence, and evaluation services that promote the continuous improvement of Labor programs;
- Developing user-centric digital tools to guide New Jerseyans' career planning activities;
- Overseeing the review and approval of NJ's private career schools and maintain the Eligible Training Provider List; and
- Serving as the data backbone for strategic enforcement and compliance activities undertaken by Labor's worker protection programs.

About the Role:

Under the management of the Director of Workforce Research and Analytics, the Assistant Director will be responsible for:

- Overseeing the division, which is responsible for performance reporting for all workforce and benefits programs; developing and analyzing performance metrics; and conducting rigorous research and program evaluation efforts.
- Working with the Director and other senior department staff to modernize and develop data systems to support workforce and benefits programs reporting/analysis, and strategic enforcement and compliance operations within the state.
- Formulating policies to improve programs and developing staff capacity related to reporting and evaluation activities.
- Providing support for budget preparation, developing data sharing agreements, allocating and managing resources, evaluating the efficiency and effectiveness of operations and initiating change, modification, or corrective action to improve service to the division's internal and external customers.

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

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)

Open to New Jersey state career service employees who are currently permanent in any competitive title and who meet the open competitive requirements below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree which includes or is supplemented by three (3) semester hour credits in statistics and twelve (12) semester hour credits in any combination of statistics, economics or mathematics, supplemented by a Master's degree in economics, statistics, mathematics, planning, demography, industrial relations, public administration,

human resource administration, business administration or other related field.

EXPERIENCE: Six (6) years of comprehensive research and analysis experience in the fields of economics, demography or labor markets, which shall have included primary responsibility for at least one major program; four (4) years of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the Master's degree may substitute one (1) additional year of non-supervisory experience as indicated above.

NOTE: Applicants who do not possess the Bachelor's degree may substitute additional experience as indicated above on a year-for-year basis for all except the fifteen (15) semester hour credits in economics, mathematics and statistics.

NOTE: A Doctoral degree in any of the above educational areas may be substituted for two (2) years of the non-supervisory experience.

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.

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

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.