



## State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NJ 08625-0340

PHILIP D. MURPHY  
*Governor*  
*Commander-in-Chief*

SHEILA OLIVER  
*Lieutenant Governor*

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JEMAL J. BEALE  
*Brigadier General*  
*The Adjutant General*

### STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. V50-19

**OPENING DATE:** 21 August 2019      **CLOSING DATE:** 4 September 2019  
(To be considered, applications must be received or post-marked by the closing date.)

**POSITION:** Special Staff Officer 1, S 23  
Salary: \$58,687.32- \$83,251.56

**NOTE:** (Temporary Appointment due to Military Leave: Position would be filled from hire date until 31 October 2021)

**DUTY STATION:** NJ Department of Military and Veterans Affairs  
Atlantic City Air Force Base

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**AREA OF CONSIDERATION:** Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees or any outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

#### **DESCRIPTION OF POSITION:**

Attend meetings regarding projects and capital improvement programs. Confers with supervisor regarding design and construction issues encountered in the day-to-day activities of projects. Performs tasks associated with development, operation, improvement, and/or maintenance of automated project management and control systems utilized by the division. Inspects ongoing construction projects to determine quality assurance and conformance with the State Uniform Construction Code. Suggests improvements to the unit's procedures to enhance performance. May assist division in establishing scopes of work for new design projects and in selecting consultants. Monitors design and construction functions associated with construction projects to ensure that projects are executed in accord with contract specifications, schedule, budget, and using agency requirements. Recommends time schedules for each phase of design and construction. Provides input for project status reports containing analyses of physical and financial progress of the work. May assist in constructability reviews prior to design maturity, visits project sites, and reports on the form, fit, and function of the design. May assist in preparation of orders of magnitude, conceptual

preliminary budget, and definitive construction cost estimates; may assist in developing quantity take-offs for labor, material, equipment, other direct costs, indirect costs, and profit. Reviews and makes recommendations and non-design contractor submittals such as invoices, award of subcontractors, unit schedule breakdowns, and waivers of contract requirements. Coordinates project administration within the units, and addresses the resolution of contract interpretations, changes, disputes, and inspection requirements. Uses the computerized contract information system; compiles input data, analyzes output information, and prepares required reports. Participates in contract reperformance conferences. Participates in resolution of audit findings. May assist in the conduct of negotiations and in preparation of negotiations memoranda on change order requests. Identifies potential delays and takes appropriate actions to eliminate or minimize their cause and/or impact on the project and the State. May assist in preparation of clear, technically sound, accurate, and informative reports and estimates containing findings and determinations.

Inspects construction work completed by electrical, mechanical, plumbing, structural steel, and general contractors for conformance with recognized standards and contract documents. Prepares a clear, accurate job record in logbook; lists inspections conducted, personnel on site, delivery of major equipment, strikes, causes of delays, and job problems. Maintains integrity and confidentiality in division and program operations. Drafts correspondence.

Maintains records and files. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

### **BASIC QUALIFICATIONS REQUIRED:**

#### **REQUIREMENTS:**

Incumbent must be an active member of the New Jersey National Guard upon assignment to this position unless formally waived by the Chief of Staff, New Jersey Department of Military & Veterans Affairs. When the individual loses military status for any reason, his term of employment may be extended by the Chief of Staff in a civilian status until such time as the incumbent is eligible for retirement as a veteran under N.J.S.A. 43:15A-61.

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.  
strong>NOTE: Completion of Branch Officer Basic Course or equivalent.

#### **EXPERIENCE:**

Three (3) years of military experience. One (1) year military experience at Battalion level or in a support unit. Supervisory experience desirable.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**NOTE:** Final Secret Clearance required.

**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 the essential duties of the position.

**RESIDENCY LAW:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**HOW TO APPLY:** Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically by the closing date to [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov). If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**