# NEW JERSEY DEPARTMENT OF THE TREASURY
# NOTICE OF VACANCY

| POSTING #: | ISSUE DATE: | CLOSING DATE: |
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| 2026 - 134 - S | November 5, 2026 | November 20, 2026 |

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| **TITLE:** Management Improvement Specialist 1 | **OPEN TO:** State Wide (all Departments/State Employees) |
| **FUNCTIONAL TITLE:** HR Liaison | **TITLE CODE:** 50085 **RANGE:** P28 |
| **DIVISION:** Property Management and Construction | **WORKWEEK:** NL (35 hours) |
| **LOCATION:** 33 West State Street, Trenton, NJ | **SALARY RANGE:** $91,628.18- $134,900.38 |

## JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Property Management and Construction (DPMC) is seeking a Management Improvement Specialist 1 to function as the Human Resources (HR) Liaison within the Director's Office. Under the supervision of the Chief of Staff: The HR Liaison supports the Division's mission by coordinating human resource activities, supporting time and reporting systems, and assisting with operational policies, procedures, and workflow development. The position serves as the primary connection between DPMC and Treasury's Office of Human Resources and ensures that HR related functions are executed accurately, timely, and in compliance with established policies. The incumbent will be responsible for the following duties:

- **Personnel Coordination:** Serve as DPMC's HR liaison to Treasury's Division of Administration's Office of Human Resources. Coordinating all personnel matters, including hiring, promotions, demotions, disciplinary actions, time and leave administration, and staffing changes. Assisting the Chief of Staff in processing and ensuring completion of all personnel actions. Providing recommendations regarding hiring, promotion, classification review, disciplinary action, performance tracking, training needs, and budget considerations. Providing guidance and training to DPMC management and staff on HR policies, procedures, and requirements. Manage and coordinate probationary reports; ensure reports are distributed, completed accurately, collected on time, and submitted in accordance with State policy.
- **Performance Assessment Reviews (ePAR):** Coordinating and assisting with the administration of performance assessment reviews. Ensuring compliance with PAR timelines and Department guidelines. Providing advice to management regarding employee performance, development, and documentation standards.
- **Learning Management System (LMS) & Training Support:** Overseeing and coordinating eLearning and training requests through the Learning Management System (LMS). Assigning mandatory and job specific training for new and current employees. Monitoring and ensuring staff compliance with required training programs.
- **e CATS System Support:** Serving as a Primary point of contact for the e CATS timekeeping system. Providing training, guidance, and support to staff on system usage.

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**JOB DESCRIPTION CONTINUED**

- **Probationary Reports:** Manage and coordinate probationary reports; ensure reports are distributed, completed accurately, collected on time, and submitted in accordance with Treasury HR and CSC policy. Assist and guide supervisors through the PIP (Performance Improvement Plan) process.
- **Policy, Procedure, and Workflow Development:** Assisting with the creation and updating DPMC operational policies, procedures, and workflow documentation. Collaborate with unit heads and subject matter experts to identify needs and gather information. Research best practices and standards to inform policy development. Draft clear, concise, and consistent documents that support organizational efficiency and regulatory compliance. Assist in workflow analysis to identify inefficiencies and recommend improvements. Support development of training materials and documentation for staff use. Coordinate and updates to the operational continuity plan and conduct internal audits to support compliance and risk mitigation. Partner with senior management to design and implement staff succession planning strategies that support leadership continuity and organizational stability. Performs other related duties when needed.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at https://www.nj.gov/treasury/pensions/. Please refer to the **Active Employees** section on the home page.

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## POSITION REQUIREMENTS

**Education & Experience:** Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience in project management, process improvement, consulting, or other similar work, two (2) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

**-OR-**

Possession of a master's degree in business administration, public administration, industrial engineering or other related area; and three (3) years of the above-mentioned professional experience, two (2) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

**Note:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

## IMPORTANT NOTES

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

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## GENERAL INFORMATION

**Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

**Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on November 20, 2026:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**
**Email address: EmploymentRecruiter@treas.nj.gov**
**(Please list the "2026–134–S Management Improvement Specialist 1" in the Subject Line)**

**THIS POSTING IS AUTHORIZED BY:**

Sandi DeLuca

**Sandi DeLuca, Acting Human Resources Officer**

***The State of New Jersey is an Equal Opportunity Employer***