



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

April 22, 2022

AMENDED NOTICE OF JOB VACANCY

#22-223

This is a repost of vacancy announcement #22-103; previous applicants need not reapply.

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Manager 2, Department of Law and Public Safety

SALARY: \$94,215.26 to \$134,655.77

LOCATION: Division of Consumer Affairs
Director's Office
124 Halsey Street
Newark, NJ 07101

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director and the Chief of Staff for the Division of Consumer Affairs, will assist with managing the administrative, operational, and personnel activities of the Division including, hiring, employee conduct and performance, labor relations, ADA and EEO issues, and overseeing public relations and outreach for the Division. Candidate will assist in grant management and other fiscal issues, when necessary, as well as helping with oversight of the Division website and portal and other resources related to online licensing and registration. Will assist in the drafting of documents, including budgetary plans, personnel records, and emergency management protocols. Will assist in the organization and prioritization of issues for the Director/Chief of Staff and will act as a liaison between staff and upper management, including Executive Staff; Will support essential functions across all of the Division's primary subunits, including: Professional Boards; the Office of Consumer Protection; the Bureau of Securities; and the Office of Weights and Measures; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in program management, two (2) years of which shall have been in a supervisory capacity.

NOTE: A Master's degree in various fields of study relevant to human resources, administration, management, business and commerce, public affairs, accounting and finance, data processing/computer sciences, or related fields denoting program management and concepts may be substituted for one (1) year of indicated non-managerial/non-supervisory experience.

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.

LICENSE: Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

PREFERENCE: Preference will be given to candidates with a Bachelor's degree or an advanced degree related to the position and duties, such as a Juris Doctorate, a Master's Degree in Public Administration or Business Administration. Preference will also be given to candidates who demonstrate experience with employment law, labor relations, administrative services, including human resources, fiscal and budget operations, or who have demonstrated experience in Division and/or Department operations, particularly in such areas as noted above.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-223 and a current resume on or before the closing date of June 9, 2022 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

This announcement has been amended to extend the closing date.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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.

