An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

**TITLE:** Supervising Investigator, Law and Public Safety

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

**EXPERIENCE:** Five (5) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity; including the preparation of investigative reports; OR Five (5) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; OR Five (5) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; AND One (1) year of the five (5) years of experience shall have been in a team leader, or lead investigator capacity. Applicants who do not possess the required education may substitute for one (1) year of the non-supervisory experience.

**NUMBER OF POSITIONS AVAILABLE:** One (1) - Location preference required for consideration.

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination (LAD) and preventing and eliminating discrimination and bias-based harassment in New Jersey. DCR’s Investigations Unit has a team of neutral investigators who investigate complaints of discrimination and bias-based harassment.

**DUTIES:** Under the direction of the Chief of Investigations, the Supervising Investigator will exercise broad responsibility over the Housing Investigations Unit and will: manage the operations of the unit, including supervising investigators and support staff and implementing appropriate training, individual performance expectations, performance reviews, criteria for promotions, and other supervisory duties, including liaising with other units to supervise intake and initial case processing, including adjudicating requests for extensions of time, and assigning cases to an investigator; manage all case investigations, including working closely with investigators and reviewing, editing and approving all investigation plans, witness interviews, and document and information requests; maintain consistent case productivity, including monitoring investigators’ productivity to ensure that all investigations are completed in an efficient manner; review, edit and submit final case disposition reports, including a summary of the investigation; oversee all negotiations, including determining if settlement negotiations are appropriate, the range of issues that might be addressed, and any training, policy or monitoring terms that DCR may require; respond on behalf of the Director to inquiries from the public; represent the Division in public forums. In performing the above duties, the Supervising Investigator will work closely with the United States Department of Housing and Urban Development (HUD), administer DCR’s contract with HUD and must have knowledge of HUD’s complaint and determination processes. The Supervising Investigator will be required to use DCR’s online case management system, NBIAS, to actively manage investigations.

**REQUIREMENTS**

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

**EXPERIENCE:** Preference will be given to applicants who have experience administering a contract with HUD; demonstrate a commitment to a New Jersey free of discrimination; strong managerial and supervisory skills, including strong experience leading a team of investigators in undertaking efficient investigations; excellent written and verbal communications skills; strong organizational skills and the ability to manage many investigations or projects at one time; and who are organized and detail oriented and are able to keep many cases moving simultaneously.

**ELIGIBILITY DETERMINATIONS:** 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.

**PREFERENCE:** Preference will be given to applicants who have experience administering a contract with HUD; demonstrate a commitment to a New Jersey free of discrimination; strong managerial and supervisory skills, including strong experience leading a team of investigators in undertaking efficient investigations; excellent written and verbal communications skills; strong organizational skills and the ability to manage many investigations or projects at one time; and who are organized and detail oriented and are able to keep many cases moving simultaneously.

**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 #22-499, a current resume and college transcripts (for internship substitutions only), on or before the closing date of October 12, 2022 to:

**Recruitment Coordinator:**
LPS.Humanresources@nj.gov

and/or

**Recruitment Coordinator:**
Division of Administration
Human Resource Management
P.O. Box 801, Trenton, NJ 08625-0081