



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 12, 2022 NOTICE OF JOB VACANCY #22-499

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

SALARY: \$83,619.58 to \$119,250.94

LOCATION: Division on Civil Rights
Housing Investigations Unit
140 East Front Street
Trenton, New Jersey 08625

Statewide travel among offices in Trenton, Newark, Atlantic City, and Cherry Hill is required for work responsibilities

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, NJBIAS, to actively manage Investigators' caseloads and move many investigations forward at the same time, as well as closely supervise Investigators, tailoring all investigations only to what is relevant to the particular legal claim. The Supervising Investigator will also perform other duties as required.

REQUIREMENTS

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 experience as indicated on a year-for-year basis.

Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience. **You must submit a copy of your transcripts to be eligible for the internship substitution.** Internships cannot be considered without receiving a copy of your transcript.

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or other related field may be substituted for one (1) year of the non-supervisory experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

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 organizations 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@njoag.gov

-OR-

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

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

