



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL

DEPARTMENT OF LAW AND PUBLIC SAFETY

DIVISION OF STATE POLICE

POST OFFICE BOX 7068

WEST TRENTON, NJ 08628-0068

(609) 882-2000

April 13, 2022

NOTICE OF JOB VACANCY

#SUP 04-21P

PHILIP D. MURPHY

Governor

SHEILA Y. OLIVER

Lt. Governor

MATTHEW J. PLATKIN

Acting Attorney General

COLONEL PATRICK J. CALLAHAN

Superintendent

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Senior Executive Service

SALARY: \$120,000.00

LOCATION: Division of State Police
Office of Community Outreach & Employee Relations Section
Employee Health & Wellness Bureau
Employee Assistance Program Unit
210 South Broad Street
Trenton, NJ 08608

NUMBER OF VACANCIES: One (1)

DUTIES: Under the direction of the Bureau Chief, Division of State Police, the Senior Executive Service manages and oversees a comprehensive Employee Assistance Program (EAP) for the Department of Law and Public Safety. Provides clinical supervision and mentoring to EAP Coordinators. Provides input into policy and organizational strategy and develops interventions that support and facilitate the mental health and well-being of the organization and its employees. Provides consultation, coaching, and training to supervisors and managers on matters related to mental health, resilience, and leadership development. Provides administrative oversight of EAP including record and data management. Interfaces with all managers to determine the current and changing mental health needs of the employees and organization such as returning to work after a pandemic and suicide prevention strategies. Provides expertise and assistance to operating divisions in development and productivity improvement of employees through the provision of mental health counseling and management. Designs and delivers skill-based training to facilitate management and employee development. Oversees staff career development, mentoring and coaching. Provides 24-hour oversight for critical incident response to all employees and family members. Provides assessment, intervention, and recommendations to sensitive workplace disputes. Assigns and supervises workload of support and clinical staff, prepares performance appraisals. Coordinates preparation of concise, detailed, informative reports of statistical, financial, enhancement, or other related reports containing facts, findings, conclusions and recommendations. Coordinates department-wide programs/projects to ensure that desired outputs are attained consistent with gubernatorial/legislative mandates.

Preference will be given to candidates who have experience or familiarization with the following: Expertise and knowledge of law enforcement culture, ability to foster and manage relationships with management and employees, and an understanding of government organizations, bureaucracies, and policies. Expertise in critical incident stress management, understanding of mental health issues facing law enforcement and their families, and the ability to build networks of community resources that support the mental health needs of employees. Expertise in the assessment and treatment of chemical dependency and the significant impact on the workplace. Experience in conducting organizational needs assessments and designing interventions for problem resolution. The ability to mentor and develop teams and design and implement skill based and leadership trainings.

Certification: Employee Assistance Professional (CEAP) preferred.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Master's degree in Social Work, Psychology, Mental Health Counseling or related fields.

EXPERIENCE: Five (5) years of experience providing comprehensive internal employee advisory program services in a large scale organization.

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

RESUME NOTE: Eligibility determinations will be based upon information presented in the 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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume to:

NJSPResumes@njsp.org

Lavonda Wright, Manager I
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

