



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

August 2, 2019
NOTICE OF JOB VACANCY
#19-275

An opportunity currently exists in the unclassified service within the Department of Law Public Safety, Office of the Attorney General, for applicants who meet the minimum job requirements specified below:

TITLE: Deputy Attorney General 2
(Deputy Director, Office of Equal Employment Opportunity)

SALARY: \$79,247.71 to \$114,890.41

LOCATION: Office of the Attorney General
Station Plaza, Building 4
22 South Clinton Ave
Trenton, New Jersey

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: The Attorney General’s Office of Equal Employment Opportunity is responsible for administering and enforcing the State Policy Prohibiting Discrimination in the Workplace, N.J.A.C. 4A:7-3.1, within the Department of Law & Public Safety. In addition to conducting confidential internal investigations, the Office of EEO provides training on the EEO Policy to Department employees and defends the Department’s determinations in discrimination matters that are appealed to the Civil Service Commission. As the Deputy Director of the Office of EEO, you will be responsible for working with the Director of the Office of EEO and the Attorney General’s designee for EEO matters to manage and direct the work and staff of the Office of EEO. Responsibilities include, but are not limited to: overseeing and directing the intake and investigation of Department employees’ complaints of discrimination and retaliation; reviewing, editing and/or drafting analytical memoranda setting forth findings, and making appropriate recommendations for remedial and/or corrective action; conferring on a regular basis with Senior Management, Division Directors, Human Resource officials, and other managers regarding personnel and disciplinary matters; providing guidance to Department supervisors and managers on employment issues to assist in resolving workplace concerns; supervising and working closely with support staff, investigators and Deputy Attorneys General, overseeing all aspects of their work; preparing staff PARs and deputy evaluations; providing training on the EEO Policy to managers and executive level personnel; developing, researching and updating training programs, and training unit staff to conduct Policy training for departmental employees; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an attorney-at-law in the State of New Jersey required.

EXPERIENCE: Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

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

PREFERENCE: Candidates with litigation experience; superior writing skills; sound judgment and discretion; ability to work independently; ability to work on multiple tasks handling each with a sense of urgency; strong analytical abilities and listening skills. Strong working knowledge of employment law with ability to spot and resolve issues arising under the ADA, NJLAD, USERRA, HIPAA, NJFLA, FMLA, and privacy laws.

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 will result in your ineligibility.

RESPONSES MUST INCLUDE A COVER LETTER, RESUME NOTING DATE OF YOUR NEW JERSEY BAR ADMISSION, AND A WRITING SAMPLE. RESPONSE PACKAGES WILL BE REVIEWED AND CANDIDATES WILL BE SELECTED FOR AN INTERVIEW ON THE BASIS OF THEIR RESUME AND ALL SUPPORTING DOCUMENTATION SUBMITTED. APPLICANTS WHO DO NOT SUBMIT EVIDENCE OF THE STATED REQUIREMENTS WILL NOT BE CONSIDERED FOR AN INTERVIEW. PLEASE ENSURE THAT YOU INCLUDE A DAYTIME PHONE NUMBER AND INCLUDE YOUR NAME ON YOUR WRITING SAMPLE.

If interested, please send all requested materials, indicating interest in job vacancy #19-275 on or before the closing date of September 2, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

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.

