



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 090 - S	ISSUE DATE: June 23, 2023	CLOSING DATE: July 7, 2023
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TITLE: Chief of Investigations	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Police & Firemen's Retirement System of NJ	TITLE CODE: 61425 RANGE: &32
UNIT: Investigative Unit	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton NJ	SALARY RANGE: \$96,099.57 - \$137,348.82

JOB DESCRIPTION

The Police & Firemen's Retirement System of New Jersey is seeking a Chief of Investigations to lead the Agency's newly formed Investigative Unit. The Unit will oversee and conduct investigations regarding all pension related matters that warrant such a review.

The Chief of Investigations will report directly to the Executive Director and will work closely with PFRSNJ's Legal Division to coordinate investigations of highly sensitive and complex matters involving alleged fraud, negligence, incompetency, misrepresentation, misconduct and/or institutional abuse by members of the retirement system. As the lead of the Investigative Unit, will oversee a staff of Investigators, assign cases, monitor progress, review results, make recommendations on investigative reports, and provide technical guidance as necessary. Will establish and amend policies, procedures and protocols for the investigative staff to ensure the integrity and efficiency of investigations are performed at a high standard. Will oversee the preparation of legal documents and reports, as well as other reports for the Board of Trustees review/action. When necessary, will consult with the Office of the Attorney General to coordinate the transfer of any cases to other investigative or prosecutorial agencies. Develop and implement strategies aimed at the timely detection, resolution and accurate reporting of cases of fraud and abuse. Performs other job related duties.

The standard workweek is Monday through Friday. This position is **not** eligible to participate in the Department's pilot telework program at this time. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

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

Experience: Six (6) years of office and/or field experience conducting investigations, collecting evidence and preparing investigative reports related to criminal, civil or regulatory matters involving fraud, misrepresentation or other acts of criminal or civil misconduct. Three (3) years shall have included supervisory responsibility.

Note: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above non-supervisory experience on a year for year basis.

Note: Applicants who do not possess the required education may substitute experience in investigation of criminal, civil or regulatory matters on a year for year basis.

Note: A Master's Degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.

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



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on **July 7, 2023:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 090 - S - Chief of Investigations" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer