JOB DESCRIPTION

The Cannabis Regulatory Commission, is seeking an Assistant Director of Compliance and Investigations. Under the direction of the Cannabis Regulatory Commission’s (CRC) Office of the Executive Director, this position supervises the finalization and organization of documents related to investigations, prepares memorandums on necessary topics, and coordinates with other NJ-CRC offices pertaining to investigation and compliance issues. The position will also manage the Division’s preparation of materials for the public Board meeting and provide quality control of all Commissioner/Executive Director Board materials while working with Division staff to ensure information is submitted timely and provides accurate data. This position is also responsible for the supervision of the quality control and consistency for the responses from the Compliance e-mail box to staff and assigning emails to staff in order to ensure adherence to response deadlines. Drafting, coordinating, and managing, mass mailings sent to ATCs, AU licensees, and Testing Laboratories, related to system updates and compliance standards. Managing systems implementation Metric, NIC, Salesforce, FBI Database, and third-party cloud camera access. Managing the creation of Compilation Division reports including canopy, violations, licenses issued, and others as assigned. Performs other related duties as required.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department’s pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. 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

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

Experience: Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged), OR six (6) years of experience as an administrator involving planning, budgets and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.
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 12, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “2023-091-P Assistant Director C&I” 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