



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 145 - S	ISSUE DATE: October 23, 2024	CLOSING DATE: December 6, 2024
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TITLE: Supervisor Records Management	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	TITLE CODE: 74206 RANGE: S26
UNIT: MIS Administration	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$78,024.71 - \$111,000.80

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (NJDPB) administers one of the largest public employee benefits programs in the nation, consisting of ten separate retirement systems serving more than 500,000 active members and 300,000 retirees, two health benefits programs covering more than 800,000 employees, retirees, and their family members, three supplemental retirement savings programs, and several other employee benefit programs. The Division's mission is to provide quality benefits and services that meet the needs of our clients and others we are committed to serve, through an efficient and responsive workforce. The Division of Pensions and Benefits is seeking a Supervisor Records Management for the MIS Administration unit.

Under direction of the MIS/Admin Services Chief, supervises the administration of the Division's records management and mail processing processes and in the establishment of policies and procedures necessary to carry out those processes. Manages the work of staff assigned to the imaging and mail processing staff, and manages records retention decisions and efforts as well as microfilm storage. Plans, organizes, and assigns work to the imaging and mail processing staff; evaluates employee performance and conduct, enabling the effective recommendation of the promotion and/or disciplining of subordinates. Reviews and implements record retention and disposal schedules in conjunction with Treasury Records Management staff. Assists in administrative planning and development of policies and procedures related to imaging and mail processing work; recommends processing changes in an effort to reduce the production and processing of paper where possible; plans, develops, and conducts reviews to aid in the implementation of new records management initiatives, and consults with management and operational units in the application of these initiatives. Prepares clear, accurate, technically sound, and detailed reports containing findings, conclusions, and recommendations regarding the establishment and maintenance of records. Supervises the maintenance of essential records, inventories, and files. Designs and maintains forms used in the imaging process; does 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.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience in record storage, one (1) of which shall have been in a supervisory capacity involving records management.

-OR-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) of which shall have been in a supervisory capacity involving records management.

-OR-

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, Accounting, History, or Library Science from an accredited college or university; and three (3) years of the above-mentioned professional experience, one (1) of which shall have been in a supervisory capacity involving records management.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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GENERAL INFORMATION

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: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on December 6, 2024:

- 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 "2024- 145 - S Supervisor Records Management" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer