



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 006 - P	ISSUE DATE: March 12, 2025	CLOSING DATE: April 14, 2025
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TITLE: Assistant Division Director	OPEN TO: General Public
FUNCTIONAL TITLE: Deputy Director, Worker's Compensation and Risk Management Committee	TITLE CODE: 64280 RANGE: M98 WORKWEEK: NL
DIVISION: Risk Management	SALARY RANGE: \$ 166,750.00
UNIT: Workers Compensation, Compliance and Regulatory, and Risk Committee	LOCATION: 20 West State Street, 6th Floor, Trenton, NJ

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Risk Management seeks an Assistant Division Director to function as the Deputy Director, Worker's Compensation and Risk Management Committee. The selected candidate will oversee the Division's Workers' Compensation (W.C.) Claims unit, the Workers' Compensation claim expense fund, and the W.C. Bureau Chief's day-to-day management of the W.C. unit, which includes all employment related issues within the W.C. unit (CSC, HR payroll, performance evaluations, travel expenses, promotions, hiring and allocation of personnel, etc.) Additionally, the candidate will oversee the Statewide Risk Management Committee, which includes but is not limited to, arranging quarterly meetings, agendas, meeting notes, and Committee recommendations, rules, and regulations. The candidate will also oversee the Division's Compliance and Regulatory Affairs unit, which is responsible for Occupational Health and Safety compliance, accident frequency reports, and rules and regulations promulgated, from time to time, within the Risk Management Committee.

Assist the Director with the annual budget, with a focus on those portions of the operational budget that relate to the Workers' Compensation Claim Unit staffing and payrolls, and recommendations for the funding of our self-insured Workers' Compensation Claim Expense Fund for each fiscal year. Additionally, the candidate will assist the Director with reports, audits, and requests from other State agencies, such as the Office of Management & Budget, Office of Legislative Services, and Office of the State Comptroller; as well as in the overall management of our facilities, including but not limited to equipment, computers, printers, supplies, and mobile devices.

Coordinate with IT in the day-to-day management of the new cloud-based system as it relates to the Workers Comp claim functions. Will liaise with building management for such issues as security, heating/air, utilization of space (work cubicles and office assignments), health and safety safeguards, and assignment of on-site/off-site parking).

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 disadvantage

-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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

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, 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. IOo,

INSTRUCTIONS TO APPLY

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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 14, 2025:

- 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 "2025- 006- P Assistant Division Director" 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