



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 052 - S	ISSUE DATE: April 14, 2025	CLOSING DATE: April 28, 2025
TITLE: Supervisor of Investigations	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Police & Fireman's Retirement System of NJ	TITLE CODE: 56793	RANGE: S28
UNIT: Investigative Unit	WORKWEEK: NL (35 hours)	
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$85,535.88 - \$121,891.47	

JOB DESCRIPTION

The Police & Firemen's Retirement System of New Jersey (PRFSNJ) is seeking a Supervisor of Investigations to supervise the Investigative Unit's personnel and case work. The Investigation Unit oversees and conducts investigations regarding all pension related matters that warrant such a review. The Supervisor of Investigations will report directly to the Chief of Investigations and will work closely with PRFSNJ'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. The Supervisor of Investigations shall assist in investigating assigned cases, monitor progress, review results, make recommendations on investigative reports, and provide technical guidance as necessary. Will assist in establishing and amending policies, procedures and protocols for the investigative staff to ensure the integrity and efficiency of investigations are performed at a high standard. Will assist and 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 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 office and/or professional 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; one (1) year of which shall have been in a supervisory capacity.

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.

-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) year of which shall have been in a supervisory capacity.

-OR-

Possession of a master's degree in public administration, business administration, social work, or criminal justice; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

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.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

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

Vacancy Notice:

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

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 April 28, 2025:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 052 - S Supervisor of Investigations" 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