



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 – 088- S	ISSUE DATE: August 14, 2025	CLOSING DATE: August 28, 2025
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TITLE: Management Improvement Specialist 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Property Management & Construction	TITLE CODE: 50085 RANGE: P28
UNIT: Office of the Director	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, Trenton, NJ	SALARY RANGE: \$88,529.64 - \$130,338.54

JOB DESCRIPTION

The Division of Property Management & Construction (DPMC) seeks to hire a Management Improvement Specialist 1 to function as the Human Resources (HR) Liaison within the Director's Office. Reporting directly to the Chief of Staff, this position is tasked with providing technical advice and guidance regarding the Division's position on human resource matters to Division management, Director's Office, as well as employees. The HR Liaison plays a pivotal role in coordinating the hiring and oversight of all personnel matters, including promotions, demotions, disciplinary actions, and time and leave matters for the Division in conjunction with the Division of Administration's Office of Human Resources. Assists Chief of Staff in ensuring all personnel actions are executed, and makes recommendations such as hiring, promoting, classification review, submitting disciplinary action requests, performance tracking, training and budgetary needs. Manages the Division's vehicle fleet and Annual Driver History Monitoring Policy. This includes procurement of new vehicles, making changes to the assignment of vehicles, overseeing the maintenance of the vehicles, coordinating the annual Taxability of Use Report, conducting internal audits of our vehicles, distributing Insurance and Registration cards, conducting training sessions to review Departmental policies and procedures, etc. Oversees the Division's coordination of performance assessment reviews (PAR) to ensure the PARs are administered accurately and effectively in continuity with Division business practices. Ensures compliance with prescribed deadlines and provide advice to Division management regarding employee performance and development. Oversees the coordination of eLearning and training requests, the assignment of mandatory and on the job training for current and newly on-boarded employees, and employees' compliance with mandatory training courses. Oversees the administration of the Tuition Reimbursement Program within DPMC and reviews completed tuition packages to ensure all guidelines are met according to the Department of the Treasury's Tuition Reimbursement Policy. Responsible for the processing of background checks for contractors entering the State House, Drumthwacket, and other secure buildings. Performs other job related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

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

Education & Experience: Eight (8) years of professional experience in project management, process improvement, consulting, or other similar work, two (2) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

-OR-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

-OR-

Possession of a master's degree in business administration, public administration, industrial engineering or other related area; and three (3) years of the above-mentioned professional experience, two (2) years of which shall have been providing technology-based solutions involving organizational or efficiency issues, designing management information and control systems, or conducting efficiency studies.

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 judgement 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

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 August 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- 088 - S Management Improvement Specialist 1" 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