



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 089 - T	<b>ISSUE DATE:</b> August 14, 2025	<b>CLOSING DATE:</b> August 21, 2025
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<b>TITLE:</b> Management Improvement Specialist 3	<b>OPEN TO:</b> Department Wide (Treasury Employees)
<b>DIVISION:</b> Property Management & Construction	<b>TITLE CODE:</b> 50087 <b>RANGE:</b> V34
<b>UNIT:</b> Office of the Director	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$116,961.67 - \$172,991.27

### JOB DESCRIPTION

The Division of Property Management & Construction (DPMC) seeks to hire a Management Improvement Specialist 3 to function as the Chief of Staff within the Director's Office. Has direct managerial oversight of Human Resources, Information Technology, Fiscal Management (processing all invoices for construction and leasing), Budget, Procurement, Records Management and Training. In addition, the Chief of Staff is assigned special project work, as needed, to ensure the execution of division operations and proper coordination of the activities across all areas of the Division as directed by the Treasurer and the Governor. Develops, makes recommendations to the Director, and implements appropriate guidelines and regulations for the utilization, allocation, and management of staff and other resources. Oversees all DPMC personnel matters, including hiring, promotions, demotions, disciplinary actions, and time and leave matters for the Division. Advises the Director of all related activities within the Division. Provides technical support and assistance to the Director in exercising executive control and direction over policy development, strategic planning, and research functions, which include the development and implementation of master plans, the development of Division-wide policy, and the conduct of comprehensive research. Program Manager for Division's Continuity of Operations Plan (COOP). Developing and updating the COOP, is responsible for coordinating Division's areas of COOP-related activities and is the principal liaison between DPMC and the Department's COOP Program Manager. Provides technical support and advice to staff and management regarding Open Public Records Act (OPRA) requests. As requests are received, coordinates the gathering of information from necessary Divisional sources, including the initial determination of disclosable versus non-disclosable information and prepares response to the requester. Serves as primary contact with the Treasury Government Records Access Unit and with the Public Information Officer on these matters. Researches and interprets legal cases and findings, legislation, Executive Orders, and Circulars relative to OPRA and/or records management. Implements changes to current Divisional policies and procedures based upon findings. Provides support and assistance with the development of DPMC's Annual Budget. Coordinates the Division's Annual Internal Control Assessment. Develops and oversees the Annual Fixed Asset Inventory. Performs other 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:**

Ten (10) years of professional experience in project management, process improvement, consulting, or other similar work, four (4) 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, two (2) of which shall have been in a supervisory capacity.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, four (4) 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, two (2) of which shall have been in a supervisory capacity.

**-OR-**

Possession of a master's degree in business administration, public administration, industrial engineering or other related area; and five (5) years of the above-mentioned professional experience, four (4) 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, two (2) 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 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](mailto: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 21, 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025- 089 - T Management Improvement Specialist 3" 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*