



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 108 - S	ISSUE DATE: October 31, 2025	CLOSING DATE: November 14, 2025
TITLE: Assistant Division Director	OPEN TO: State Wide (all Departments/State Employees)	
FUNCTIONAL TITLE: Assistant Director of Health Benefits Policy & Planning	TITLE CODE: 64280 RANGE: M98 WORKWEEK: NL (35 hours)	
DIVISION: Pensions & Benefits	LOCATION: 50 W. State Street, Trenton, NJ	
UNIT: Health Benefits Policy & Planning	SALARY: \$174,900.63	

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions & Benefits is seeking an Assistant Director of Health Benefits Policy & Planning. Under the direction of the Deputy Director, is responsible for the oversight of all Division operations within the Health Benefits Policy & Planning Bureau.

Directly supervises the Managers of the Health Benefits Policy & Planning Bureau. Provides direction, oversight and resources necessary to enable the bureau to efficiently and effectively meet its mission. Directs the bureau in forming policy and legislation proposals, collecting data, conducting research, analyzing trends, identifying alternatives and developing recommendations for the Bureaus' policy. Assists the Director, Executive Deputy Director and Deputy Director in the administration of public employee health benefits programs in particular in policy formulation and planning and analysis. Responsible for managing the follow-up to information requests and overseeing the development and delivery of presentation content provided to the State Health Benefits Commission (SHBC) and School Employees Health Benefits Commission (SEHBC), as well as the Plan Design Committees (PDCs), during their respective meetings. Leads the development of subject matter expertise on plan design, rate renewal, and health policy and monitors emerging national and state best practices, analyzing proposed legislation, and prepares analyses and communications to support the SHBP and SEHBP.

Provides expert support and clear, evidence-based, transparent reporting. Represents the Director, Executive Deputy Director and Deputy Director in the SHBC, SEHBC, PDCs and other forums with leadership, employers, the legislature and interested third parties in health benefit administration. Develops and defines plan design recommendations for the SHBP and SEHBP. Acts as management advisor for Health Benefit RFP evaluation committees and supports, with subject matter expertise, the Division's procurement process. Manages vendor contracts and authorizes the payment of vendor fees. Assists the Deputy Director in working with the Treasurer's and Governor's offices on benefit reform and cost containment strategies, studies proposals for the health benefit programs in collaboration with the health benefits finance and operations teams, actuaries, and consultants, ensuring the proposals reflect utilization, trends, plan dynamics and best practices for the efficient, effective and high quality delivery of health benefits to NJ public employees. Assists the Deputy Director in the administration of public employee health benefit programs to ensure effectiveness and increased productivity. 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

Education & Experience:

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.

Ten (10) years of professional experience in a public or private organization involved in programs providing medical/health services to a specific client population (physical, intellectual, or developmental disability, juvenile offenders, socially/economically disadvantaged, etc.), three (3) years of which shall have been in a supervisory capacity.

-OR-

Ten (10) years of professional experience as an administrator responsible for 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.

-OR-

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

-OR-

Possession of a master's degree from an accredited college or university in a field relevant to the position; and five (5) years of the above-mentioned professional experience, three (3) years 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.



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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 November 14, 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- 108 – S 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