



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 032 - S	ISSUE DATE: March 20, 2026	CLOSING DATE: April 6, 2026
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TITLE: Contract Administrator 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	TITLE CODE: 51252 RANGE: P26
UNIT: Health Benefits Compliance	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$80,755.57 - \$118,678.17

JOB DESCRIPTION

The Department of Treasury, Division of Pensions and Benefits, is seeking a Contract Administrator 2. Under the general supervision of a supervisory official within the Health Benefits Compliance unit, will complete duties in the following areas:

- ❖ **Contract Administration & Monitoring:** Assist in the administration of four (4) contracts with third-party (TPAs) to include Aon Consulting, SHBP/SEHBP Medical Plans (Horizon/Aetna); SHBP/SEHBP Dental Program (Horizon/Aetna), and Pharmacy Benefits Management (OptumRx); review contracts and amendments for accuracy, compliance with procurement law, and adherence to establish policies; monitor vendor deliverables, such as claim feeds, billing reports, performance data, and audit responses; track contract deadlines, renewals, and reporting requirements to ensure timely submissions; and support the review of vendor invoices and financial reconciliations to verify accuracy.
- ❖ **Compliance & Performance Oversight:** Document vendor compliance with contract terms, service-level agreement (SLAs), and performance guarantees; prepare summaries and reports for senior staff regarding contract performance, corrective action, and liquidated damages; assist with audits, rate renewals, and regulatory compliance reviews to safeguard program integrity; and maintain organized records of vendor correspondence, amendments, and compliance documents.
- ❖ **Stakeholder & Program Support:** Serve as a point of contact for routine vendor communications, escalating complex issues to senior contract administrator and manager; coordinate internally with Health Benefits Operations, communications, and audit units to align deliverables; assist in drafting routine correspondence and documentation for member, employer, and vendor communications; and provide logistical and administrative support for procurement processes, including Requests for Proposals (RFPs), bid evaluations, and contract award documentation.
- ❖ **Data & Reporting:** Review vendor data submissions for completeness and accuracy, escalating discrepancies to leadership; support the development of performance dashboards and compliance tracking tools; and assist with reporting on contract saving initiatives, enrollment audits, and cost-containment programs. Performs other related duties as needed.

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 a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

-OR-

Possession of a master's degree in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy); and two (2) years of the above-mentioned professional experience, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

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.

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 6, 2026:

- 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 "2026- 032 - S Contract Administrator 2" 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