



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 052 - P	<b>ISSUE DATE:</b> April 22, 2026	<b>CLOSING DATE:</b> May 20, 2026
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<b>TITLE:</b> Assistant Division Director	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> Assistant Director of Health Benefits Operations and Contract Compliance	<b>TITLE CODE:</b> 64280 <b>RANGE:</b> M98
<b>DIVISION:</b> Pensions and Benefits	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY:</b> \$174,900.63

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions & Benefits is seeking an Assistant Director of Health Benefits Operations & Contract Compliance. Under the direction of the Deputy Director of Health Benefits and Financial, this position oversees all Division operations within Health Benefits Operations and Contract Compliance Unit. They will directly supervise the Chief of Health Benefits Operations and Manager of Contract Compliance and provide direction, oversight and resources necessary to enable Health Benefits Operations and Contract Compliance to efficiently and effectively meet its mission. Will assist the Executive Deputy Director and Deputy Director in the administration of public employee health benefits programs including operational performance to ensure effectiveness and increased productivity. Develops cost containment strategies for the delivery of health benefits to NJ public employees. Also, represents the Director in meetings and conferences with employers, the legislature and interested third parties in benefit administration. Directs the Contract Compliance Bureau responsible for the management of Health Benefits Contracts staff, vendor contracts, vendor monitoring, monitoring of service level agreements, rate renewals and management of Request for Proposals (RFPs). Oversees the timely processing of contract payments to Treasury Fiscal in accordance with contract payment schedules, contract terms and conditions. Acts as management advisor for Health Benefit RFP evaluation committees and Contract Manager for resulting contracts. Directs the development, review and evaluation of various health and other benefit plan RFPs. Reviews requests to initiate/amend contracts and verification of funding. Tracking/monitoring deadlines and paperwork required and facilitate staff contributions and ensure timely processing of forms, approvals, and reviews. Reviewing expenditure reports for accuracy, completeness, and appropriateness in accordance with the contract agreement.

Conducts analysis of new laws, regulations and contract trends to determine potential impact on the State Health Benefits Program (SHBP) and School Employees' Health Benefits Program (SEHBP) contracts. Reviews and interprets state and federal laws and their impact on health benefits, costs and administration. Develops recommendations for new legislation and regulations. Reviews and analyzes proposed legislation. Participates in the development of the Division's fiscal budget as well as monthly/annual reports as it pertains to the areas of supervisory responsibility and oversight. Reviews changes to and provides input for pension and health benefit bond disclosure statements. Establishes internal controls and develops strategies and procedures to insure adherence. Assists the Deputy Director in the development of sound personnel management policies and resource management. Assists in the development of a comprehensive succession and management integration policy. Evaluates personnel and makes recommendations for personnel training and development. Assists the Director, Treasury, and Office of Employee Relations with bargaining matters by presenting Health Plan Options and proposing solutions and opportunities to achieve Administration objectives. Works with Health Care Consultant and Actuaries to develop Rate Renewals for all benefit plans, development of 5-year strategic plan for SHBP/SEHBP.

The desired candidate will have the knowledge, skills, and abilities to work with health benefits administration at the Federal, State, or Local level. This includes experience in finance, procurement, contract administration, and strategic planning. The candidate should also have knowledge of public administration, including the legislative process, and management of programs with statewide impact. Additionally, they should have knowledge of healthcare goals, methods of service delivery, reimbursement methodologies and philosophies, and general principles that govern healthcare systems. Someone who can understand complex problems, identify solutions, and make recommendations. Excellent writing skills, strong customer service skills, and public speaking experience are also important. The ability to effectively communicate with a variety of agency officials and vendor representatives is key. Candidates should be prepared to provide writing samples during the interview process.



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### JOB DESCRIPTION CONTINUED

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.

### POSITION REQUIREMENTS

**Education & Experience:**

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

-OR-

Ten (10) years of professional experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational 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-

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

**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.

**Preferred background:**

Preference will be given to candidates with degrees in Health Science, Business Administration, Public Administration, Hospital or Healthcare Administration, Public Health, Human Services, Healthcare Services, or a related field.



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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 May 20, 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2026- 052 - P Assistant Division Director" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*