



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Carole Johnson**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING NUMBER</b>	70-19	<b>ISSUE DATE</b>	3/14//2019	<b>CLOSING DATE</b>	3/28/2019
<b>TITLE</b>	Assistant Division Director (Unclassified)	<b>RANGE</b>	M98		
<b>LOCATION</b>	Division of Management and Budget Office of Auditing 222 South Warren Street Trenton, NJ 08625	<b>SALARY</b>	Commensurate with education and experience.		
		<b>OPEN TO</b>	Public		
<b>DEFINITION</b>	The New Jersey Department of Human Services (DHS) is seeking an experienced professional to oversee the DHS Office of Auditing. The Assistant Division Director of Auditing, under the supervision of the Manager of the Office of Contract Policy & Management, Office of Legal & Regulatory Affairs, coordinates and oversees the auditing activities for the eight (8) DHS Divisions providing accountability over funds through the timely reporting on significant audit findings and providing recommendations for corrections. The responsibilities for this position include the development and implementation of the DHS annual audit plan, oversight of external state and federal audits of DHS including coordination of DHS responses, coordination, review and oversight of the annual DHS Internal Control Certification, overseeing the county welfare agency single audits. The Assistant Division Director is responsible to ensure consistency and coordination of auditing practices, apply information technology and best practices, ensure a qualified, trained workforce and to promote quality services; does other related work.				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college or university with a Bachelor's degree.				
<b>EXPERIENCE</b>	Six (6) years of 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 (mentally/physically disabled, developmentally disabled, juvenile offenders, socially/economically disadvantaged), three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.				
<b>NOTE</b>	<p><b>If you previously applied for Job Posting #01-19, you do <u>not</u> need to apply for this posting. Your resume remains under consideration.</b></p> <p>➤ Experience in a public or private organization conducting or coordinating responses to external government audits is preferred.</p>				
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>LICENSE</b>	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:DHSResumes@dhs.state.nj.us">DHSResumes@dhs.state.nj.us</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer