



NEW JERSEY CANNABIS REGULATORY COMMISSION

NOTICE OF VACANCY

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| POSTING #: 2022 - 003 - S | ISSUE DATE: March 4, 2022 | CLOSING DATE: March 21, 2022 |
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| TITLE: Supervisor of Investigations | OPEN TO: State Wide (all Departments/State Employees) |
| DIVISION: Cannabis Regulatory Commission | TITLE CODE: 56793 RANGE: S28 |
| UNIT: Compliance and Licensing Unit | WORKWEEK: NL (35 hours) |
| LOCATION: 225 East State Street, 2nd floor, Trenton, NJ | SALARY RANGE: \$ 78,283.00 - \$ 111,555.82 |

POSITION DESCRIPTION

The State of New Jersey, Cannabis Regulatory Commission, is seeking individuals to manage staff within its licensing and compliance units and all activities involved in the acceptance, processing, review, and subsequent evaluation of applications for licenses impacting CRC programs and services. The successful candidate will supervise the investigation of licensing applications and compliance with regulatory requirements. This includes highly sensitive and specialized complex cases as it pertains to compliance and the licensing process by conducting audits and reviewing documents and submitted information for fraud, negligence, incompetency misrepresentation, misconduct and other issues that do not conform to CRC regulations, statutes, and approved standard operating procedures. The Supervisor of Investigations will also be responsible for supervising the review and analysis of information contained in records and documents maintained by individuals, businesses, financial, or government agencies to determine departure from acceptable practices; as well as, managing the collection of product samples and facilitating the testing of product, and assisting in the oversight of the collection of fees pursuant to applicable statutes and regulations. Other responsibilities include preparing and/or supervising the preparation of clear, technically sound, accurate, and informative reports of investigational activities containing facts, findings, conclusions, and recommendations as it pertains to the acceptance, processing, review, and subsequent evaluation of license applications and the subsequent investigation of licensee compliance. Supervising, organizing, assigning, and reviewing the work and training of subordinate staff. Other duties as deemed appropriate by the Office of the Executive Director Leadership.

*Experience Preference for the CRC’s licensing unit: Four (4) years of office and/or field experience conducting program and process investigations, collecting evidence, and preparing audits and reports related to the review of applications, organizational/entity processes and procedures defined by licensing statutes and regulations, including criminal, civil, or regulatory matters involving fraud, misrepresentation, other acts of criminal or civil misconduct, one (1) year of which shall have been in a supervisory capacity.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

Education: Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.

Experience: Four (4) years of office and/or field experience conducting investigations, collecting evidence, and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud, misrepresentation, or other acts of criminal or civil misconduct, one (1) year of which shall have been in a supervisory capacity.

Note: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the non-supervisory experience above on a year for year basis.

Note: Applicants who do not possess the required education may substitute experience in the investigation of criminal, civil, or regulatory matters on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note: A Master’s degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of non-supervisory experience.



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IMPORTANT NOTES

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on March 21, 2022:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2022-003-S - SOI" in the Subject Line)

Submissions must be received in a timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent
Antoinette Sargent, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer