



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 053 - S	<b>ISSUE DATE:</b> February 27, 2024	<b>CLOSING DATE:</b> March 12, 2024
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<b>TITLE:</b> Chief of Operations	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Division of Revenue and Enterprise Services	<b>TITLE CODE:</b> 61427 <b>RANGE:</b> &32
<b>UNIT:</b> Business Registry	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 West State Street, Trenton, NJ – 5th Floor	<b>SALARY RANGE:</b> \$ 99,463.05- 142,156.08

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking a Chief of Operations. Oversees the Innovation function, which focuses on making recommendations and managing project associated with strategic actions in the following areas; eGov, Alignments with new Taxation system, Customer Experience, Streamlining in connection with legislation, policies/procedures and regulations, and Coordinating continuous improvement. Directs and manages the staff and activities of the State's business registry programs in the Registry Services Bureau. Provides technical direction and interprets policy to resolve complex operational problems and other issues. Directs the appraisal and adjustment of operational controls, staff/facilities and procedures to maximize effective work-flow, efficiency and customer responsiveness. Coordinates the work of supervisors to make certain they prioritize and process transactions in a timely and accurate fashion, as required by statutes and regulations. Conducts employee evaluations and training, and effectively recommends the hiring, firing, promoting, demoting and disciplining of employees. Manages selected contract vendors and monitors IT support levels to ensure requirements, deadlines and operational expectations are met. Develop policies and procedures to accomplish goals and objectives. Investigates and makes recommendations regarding human resource/labor relations issues and when required, recommends corrective actions. Directs the compilation operational and statistical reports for upper management's review and makes recommendations for addressing performance issues. Directs the maintenance of records, reports and files, and prepares or directs the preparation of responses to inquiries. Assists the Assistant Director with the drafting of requests for proposals.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot 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, 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.

**Note:** 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.

Nine (9) years of professional experience in the administration of a comprehensive, large scale system or program dealing with revenue collection, processing, accounting, taxpayer services, auditing, contract management, or registration functions, two (2) years of which shall have been in a supervisory capacity in a large business or government enterprise.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above mentioned professional experience, two (2) years of which shall have been in a supervisory capacity in a large business or government enterprise.

OR

Possession of a master's degree in accounting, computer science, public administration, or a related field from an accredited college or university; and four (4) years of the above mentioned professional experience, two (2) years of which shall have been in a supervisory capacity in a large business or government enterprise.

**Note:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.



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**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**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 12, 2024**:**

- 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the **"2024- 053 - S Chief of Operations"** in the Subject Line)

Submissions must be received 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 (nr)*  
Antoinette Sargent, Human Resource Officer

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