**Philip Murphy**

Governor

**Sheila Y. Oliver**

Lt. Governor

**Christine Norbut Beyer, MSW**

Commissioner



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| **JOB VACANCY POSTING** | | | | |
| **POSTING #:** | 027-21 | **ISSUE DATE:** | | February 8, 2021 |
| **TITLE:** | **DIRECTOR, OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY (EEO)** | **CLOSING DATE:** | | March 8, 2021 |
| **LOCATION:** | Department of Children and Families (DCF)  Office of Equal Employment Opportunity  50 East State Street  Trenton, NJ 08625 |  | | |
| **POSITIONS:** | 1 |  |  | |
| **DISTRIBUTION** | STATE-WIDE | **SALARY:** | Commensurate with education and experience | |
| **SCOPE OF ELIGIBILITY:** Subject to current promotional and hiring restrictions. | | | | |
| The Department of Children and Families is seeking an experienced attorney to function as the Director of the Office of Equal Employment Opportunity (EEO). The Director of EEO has overall responsibility for the planning, implementation, development, and supervision of the department/agency's Equal Employment Opportunity/Affirmative Action Program. Has overall responsibility for ensuring compliance with state and federal statutes, rules, and regulations, Executive Orders and guidelines, as they relate to equal employment opportunity and affirmative action activities including those directed by the Civil Service Commission, Division of Equal Employment Opportunity and Affirmative Action; does related work as required.  **REQUIREMENTS**  **EDUCATION:** Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.  **EXPERIENCE:** Five (5) years of experience involving the implementation of equal employment opportunity, affirmative action and/or civil rights.  **RESUME NOTE:** **Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one’s transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.**  **LICENSE:** 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 essential duties of the position.  **NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE. | | | | |
| **IMPORTANT NOTICE**  **RESIDENCY** -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. | | | | |
| **Electronic Filing:**  Forward a cover letter, resume and transcripts in PDF format to:  [Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)  Include the Job Posting # in the subject line of your email | | | | | |

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**