



## State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE  
OFFICE OF HUMAN RESOURCES

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# NOTICE OF VACANCY

## STATE-WIDE – OPEN TO THE PUBLIC

<b>POSTING #:</b>	BIA-2020-039	<b>OPENING DATE:</b>	April 15, 2020
<b>TITLE:</b>	Chief of OCF	<b>CLOSING DATE:</b>	May 15, 2020
<b>DIVISION:</b>	Banking	<b>LOCATION:</b>	Trenton, NJ
<b>SALARY:</b>	Commensurate with education and experience		
<b>OPEN TO:</b>	Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.		

The Department of Banking and Insurance seeks a qualified candidate to serve as senior staff to the Director of Banking to assist with the effective management of all aspects of the Office of Consumer Finance (OCF), including its staff and functions, including, by way of example:

- Effectively managing, directing and overseeing all aspects of the OCF Examinations, Licensing, and Consumer Services and Enforcement units;
- Establishing appropriate performance criteria and metrics for the performance of all OCF units, developing appropriate reporting and tracking relating to those metrics, and ensuring unit employee accountability in meeting metrics;
- Developing and executing organizational, staffing and hiring plans to ensure OCF has the appropriate organizational structure and staffing necessary to accomplish its objectives;
- Directing the activities and staff responsible for monitoring OCF programs and services, and evaluating their progress against established goals and objectives to ensure staff accountability and to determine if program modifications are required;
- Directing the development and implementation of policies, procedures and systems necessary to ensure that OCF operations are conducted in accordance with all applicable state and federal guidelines;
- Managing the work operations and/or functional programs and having responsibility for employee evaluations and for effectively recommending the hiring, promotion, transfer, demotion and disciplining (including termination) of employees as appropriate to ensure accountability and high standards of work product and job performance;
- Maximizing the number and breadth of examinations across regulated industries while employing an examination scope appropriate to each entity;
- Eliminating unwarranted backlogs and delays in the handling of examinations, applications, investigations, consumer complaints, and inquiries by consumers, industry, and the public;
- Directing the preparation of financial and statistical reports, program reviews, general data and other evaluations containing findings, conclusions, and recommendations relating to OCF and its performance and operations;
- Directing the conduct of internal review programs necessary to access and enhance OCF operational activities;
- Establishing liaison and maintaining cooperative working relationships with other private and public agencies whose supervision, operations or services impact upon those of the Banking Division/OCF;
- Implementing operational and technology enhancements to improve OCF's efficiency and effectiveness, including through the deployment of systems offered by the Conference of State Banking Supervisors and others;
- Representing the Banking Division/OCF at meetings, conferences, or other official gatherings when authorized by Director of the Division of Banking, and/or the Commissioner and/or Chief of Staff of the Department of Banking and Insurance;
- Keeping current with changes in federal and state statutes and regulations affecting OCF operations, programs or services, and promptly and fully advising the Director of Banking of potential impact;
- As required, and in coordination with other units within the Department, directing the development of the rules, regulations, and standards governing the operations of the Banking Division/OCF and the individuals and entities regulated, supervised or examined by OCF;
- As required, directing the research and analysis of new programs under consideration for use by the Division of Banking/OCF;
- Directing the planning for reduction or expansion of existing OCF operations and services, and the development of new services to meet the changing needs of OCF and its client population served;
- Directing the preparation of cogent, concise, clear, plain language and comprehensive correspondence;
- Directing the establishment and maintenance of records and files;

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- Continually enhancing OCF's service to the public;
- Devising, overseeing and managing the OCF budget, in coordination with the Director of the Division of Banking and Department of Banking and Insurance (DOBI) Administration; and
- Other related duties.

## **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. Majors or course work in business administration, business management, finance or accounting, and advanced degrees (for example, Master's in business administration or related field, J.D., M.B.A., or Ph.D.), preferred.

**EXPERIENCE:** At least three (3) years of relevant banking, consumer finance or financial services industry experience. Positive differentiators for a candidate include:

- Experience within the banking, consumer finance or financial services industry sectors from a governmental supervisory position;
- Experience in developing and implementing programs relating to the supervision and regulation of banking, consumer finance or financial services entities;
- Relevant managerial or leadership responsibilities and experience in the banking, consumer finance or financial services industry; and
- Relevant legal, compliance, examination, audit, and/or other financial services regulatory or supervision experience.

**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 the essential duties of the position.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

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Interested applicants should submit a *letter of interest and resume* in PDF format by **May 15, 2020** to: [human.resources@dobi.nj.gov](mailto:human.resources@dobi.nj.gov). Please include Posting No. BIA-2020-039 in the subject line of your email.