



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: February 9, 2018

CLOSING DATE: February 24, 2018

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):

(X) STATEWIDE: (STATE EMPLOYEES ONLY): ** See Below

() GENERAL PUBLIC

TITLE: Personnel Assistant 1

POSTING # 2018-018

TITLE CODE: 63255

NUMBER OF POSITIONS: 1

SALARY RANGE: Y28 \$64,406.55 - \$91,781.49

HOURS OF WORK: 9:00 a.m. – 5:00 p.m.

LOCATION: NJ Office of Information Technology
Office of Employee Relations
300 Riverview Plaza
Trenton, NJ 08625

SPECIFIC TO THE POSITION: Extensive knowledge of complex Employee Relations and Civil Service laws and rules is preferred. Preference will be given to applicants with knowledge of the provisions of all statewide negotiated unit agreements and contracts covering employees of the assigned department. Ability to be assertive in dealing with employers, employees, subordinates, and others.

DESCRIPTION OF POSITION: Under general supervision of the Administrator, Employee Relations, or other supervisory official, performs both technical and complex work in the coordination of the employee relations program. Consults, councils, prepares, and conducts research for corrective and/or disciplinary actions to management. Acts as management representative at grievances and disposition of disciplinary actions. Prepares correspondence, memos, forms and narrative reports. Maintains records and files.

****PLEASE NOTE: Open to New Jersey State employees with permanent status in a competitive title, have completed a Working Test Period and meet the requirements listed below as a promotional/lateral opportunity.**

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in a personnel program of a public or private agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

LICENSE: Appointee 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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by – course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

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 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live 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 or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission’s Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

As a condition of employment with NJOIT, a background inquiry will be conducted.

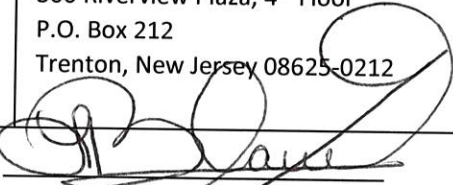
IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR COVER LETTER, RESUME, AND UNOFFICIAL TRANSCRIPT OR FOREIGN DEGREE EVALUATION WITHIN THE POSTING PERIOD.

Electronic Filing: Applicants are encouraged to file electronically: recruiter4@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically (include posting number #2018-018):

Heather Pursell, Personnel Assistant 2, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by:



Lisa Blauer, Special Assistant