



State of New Jersey

Department of Human Services

Philip Murphy
 Governor
Tahesha L. Way
 Lt. Governor
Sarah Adelman
 Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	186-24	ISSUE DATE:	4-19-2024	CLOSING DATE:	5-3-2024
TITLE:	Manager 3, Human Resources				
LOCATION:	Division of Developmental Disabilities Human Resources Office	RANGE:	&34		
	New Lisbon Developmental Center 104 State Route 72 East New Lisbon, NJ 08064	SALARY:	\$109,184.97 - \$156,258.75		
		UNIT SCOPE:	K415		
OPEN TO:	Current State of New Jersey Employees with Underlying Permanent Status in a Competitive Title				
DESCRIPTION					
DEFINITION:	<p>Under general supervision, serves as the chief personnel officer for a state department or agency employing from 700 to 4000 employees; or under the supervision of a Manager 4, Human Resources, directs a major sub-element of the human resource program. This position typically functions as a manager of an organizational unit; approves, evaluates, and compiles personnel action material; interprets applicable laws, policies, rules, and regulations; plans and designs organizational structures; provides technical advice to peers, management, and others; confers with administrators at policy-making levels; mediates problems that cannot be solved through other channels. Under general supervision, serves as the chief personnel officer for a state department or agency employing from 700 to 4000 employees; or under the supervision of a Manager 4, Human Resources, directs a major sub-element of the human resource program.</p>				
SPECIAL NOTE:					
REQUIREMENTS					
REQUIREMENTS:	<p>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.</p>				
	<p>NOTE: The following experience at all levels, as a primary function, does not include the processing of personnel transactions, completion and checking of forms, filing, or data entry.</p>				
	<p>Eleven (11) years of professional experience in work involving the administration of personnel functions for a large public or private agency, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.</p>				
	<p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.</p>				
<p>OR</p> <p>Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.</p>					
<p>NOTE: Supervisory experience may include directing the staff of three or more programs in a human resources unit such as: position classification, compensation, staff and organizational development, regulation interpretation, personnel selection procedures, equal employment opportunity, workforce planning, employee relations, etc.</p>					
SPECIAL NOTE:	<p>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.</p>				
LICENSE:	<p>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.</p>				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	<p>Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.</p>				
RESIDENCY:	<p>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</p>				

	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.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
NOTE:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <u>SAME Applicants</u>: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.</p>
FILING INSTRUCTIONS	
FORWARD RESUME AND COPY OF TRANSCRIPT(S) (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)	

New Jersey Department of Human Services is an Equal Opportunity Employer