



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 #:	189-24	ISSUE DATE:	4/22/2024	CLOSING DATE:	5/6/2024
TITLE:	Personnel Assistant 2 – Employee Relations				
LOCATION:	Green Brook Regional Center Human Resources Dept. 275 Greenbrook Road Green Brook, NJ 08812	RANGE:	Y25		
		SALARY:	\$72,014.33 - \$102,361.07		
		UNIT SCOPE:	K452		
OPEN TO:	Public				
DESCRIPTION					
DEFINITION:	Under the direction of a Human Resource Manager or other supervisory officer in a state department, agency, or institution, conducts contractual and non-contractual grievance hearings and reviews the administration of the agreements and contracts for the state-wide negotiations units and the grievance processing, prepares cases for disciplinary arbitration hearings, and conduct audits and recommend corrective actions; does other related work.				
SPECIAL NOTE:	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
	Incumbents in this title may be assigned to a centralized facility to coordinate activities of a distinct unit in the employee relations program OR may be assigned to an Employee Relations Coordinator in a regional/field employee relations office serving more than one facility. Incumbents in this title may not perform other human resource functions such as recruitment.				
REQUIREMENTS					
REQUIREMENTS:	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.				
	Seven (7) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.				
	OR				
	Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.				
REQUIREMENTS:	OR				
	Possession of a master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting from an accredited college or university; and two (2) years of the above-mentioned professional experience.				
SPECIAL 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.				
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.				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	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.				
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.				
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:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * SAME Applicants: 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DDD-GRC.Resume@dhs.nj.gov You must include the Job Posting # , and Last Name in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer

