



**New Jersey Board of Public Utilities**  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **NOTICE OF VACANCY**

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.: 18-2024**

**TITLE:** Personnel Trainee

**SALARY:** \$50,229.66 – \$52,513.10

**WORKWEEK:** 35 hours (35)

**EXISTING VACANCIES:** One (1)

**OPENING DATE:** February 29, 2024

**CLOSING DATE:** March 27, 2024

**DIVISION/LOCATION:** Division of  
Administration/Office of Human Resources

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At the New Jersey Board of Public Utilities (“Board” or “BPU”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** Reporting to the Human Resources Manager or other supervisory official in the Office of Human Resources, as a trainee you will receive on-the-job training supporting various facets of human resources in areas such as recruitment, personnel orientation and training, personnel services, etc.; does work which will provide practical personnel experience; does related work.

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### **WORK RESPONSIBILITIES**

- Learns the interview process; Assists in scheduling and coordinating times for interviews, note taking and serves as the moderator for such interviews.
- Learns the recruitment and onboarding process for all prospective employees and transfers from other State agencies. Assists with the new hire orientation process.
- Assists with career fairs and other recruitment events.
- Receives training in the preparation of various personnel actions, including the use of personnel transaction forms, such as the DPF-44 and DPF-44A.
- Attends training sessions and studies government personnel procedures and practices and the specific work processes and methods of the State department or agency concerned.
- Learns to enter PMIS transactions for all new hires and transfers to include: reports or pay adjustments, reports of appointments, reclassifications, demotions, and separations.

- Assist with the payroll process to include: processing payroll, managing eCATS records, overseeing processing of various forms and conducting exit interviews.
- Prepares correspondence, survey reports, memoranda, histories, analyses, position descriptions, and other written materials using a predetermined form.
- Learns to maintain all employee files and records as required by the State of New Jersey Retention Schedule.

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## **REQUIREMENTS**

**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.

Four (4) years of professional experience relevant to the position.

**NOTE:** Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

### **OR**

Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

### **ADVANCEMENT**

Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Personnel Assistant 4.

**OPEN TO THE FOLLOWING:** Open to New Jersey residents.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

**WORK AUTHORIZATION:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

**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. The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please [click here](#) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

*Visit us at <https://nj.gov/bpu/>*

***The New Jersey Board of Public Utilities is an Equal Opportunity Employer.***