



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 11-18

DATE OF POSTING: May 24, 2018

DATE OF CLOSING: June 14, 2018

TITLE: Manager 2, Human Resources

SALARY: \$75,160.59 – \$108,992.31

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of Human Resources

GENERAL DESCRIPTION: Under the direction of the Director of Administration, serves as the chief personnel officer for a state department or agency employing less than 700 employees; directs a major sub-element of the human resources programs such as recruitment, benefits, payroll, personnel transactions, personnel orientation, employee relations, employee counseling. In conjunction with Senior Staff determines organization goals and objectives, establishes policy and recommends policy set forth by the Civil Service Commission pertaining to all personnel matters. Assesses and approves all personnel actions.

Manage the day to day job functions of Human Resources (HR) department staff.

Evaluate and analyze human resources programs and functions and formulate recommendations to improve the efficiency, effectiveness and productivity of the unit and the agency.

Other responsibilities include compiling information and actions on classified and unclassified personnel, personnel transactions, classification and compensation, leaves, counseling and developing policies and procedures.

Provides technical advice and information to staff, peers and management.

Consults with outside agencies or individuals about information necessary for job assignments.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

This position prepares extensive correspondence, policies, justifications, reports, and special projects, therefore, requiring exceptional writing skills.

EXPERIENCE: The following experience, as a primary function, DOES NOT INCLUDE routine processing of personnel transactions, completion and checking of forms, filing or data entry. Which shall be performed by lower level personnel titles.

Seven (7) years professional experience in the administration of a human resource management program. Three (3) years of the required experience shall have been a supervisory capacity.

NOTE: Supervisory experience may include directing the staff of two 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; and employee relations.

NOTE: A Master's degree in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling may be substituted for one (1) year of nonsupervisory experience.

Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

OPEN TO THE FOLLOWING: Open to current State employees serving in a permanent capacity who meet the requirements stated above.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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