



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

ANTICIPATED JOB VACANCY

JOB POSTING #: 21-15

TITLE: Manager 2, Human Resources

SALARY: \$73,867.90 - \$107,117.76

EXISTING VACANCIES: One (1)

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

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.

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.

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

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

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 all State employees.

NOTE: 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. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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