



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #: 099-17 **ISSUE DATE:** June 15, 2017
TITLE: **EMPLOYEE RELATIONS COORDINATOR** **CLOSING DATE:** June 29, 2017
LOCATION: Department of Children and Families (DCF)
Office of Employee Relations – Northern Region
100 Hamilton Plaza, 11th Floor
Paterson, NJ 07505
POSITIONS: 1 **RANGE:** V29
DISTRIBUTION: STATE WIDE **SALARY:** \$67,448.21 - \$96,188.72

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

SPECIAL NOTE: The Employee Relations Coordinator (ERC) is based in Paterson, at the Passaic North Local Office, however, this position will cover some offices in the Northern Region, which includes regular travel to Bergen, Hudson, Morris, Passaic, and Sussex Counties. The ERC will also be required to drive occasionally to Central Office/Trenton for hearings and meetings.

DEFINITION: Under administrative direction of an Employee Relations Administrator or a Human Resource Manager, plans, develops, organizes and supervises staff or programs designed to assist in carrying out the employee relations function for a state department, or in the Department of Human Services, in a mental health hospital or developmental center; does other related duties.

REQUIREMENTS

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

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Six (6) years of experience in labor relations work involving grievance procedures, processing unfair labor practices, arbitration and public employee contract negotiation, employer-employee contract or agreement interpretation and administration, two (2) years of which shall have been in conducting employee appeal and grievance hearings.

NOTE: A Master's degree in Business Administration, Public Administration, Industrial or Labor Relations or other area related to position responsibilities may be substituted for one (1) year of the indicated experience.

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.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

IMPORTANT NOTICE

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.

Electronic Filing:

Forward a cover letter and resume electronically to:

JobPosting@dcf.state.nj.us

Include the Job Posting # in the subject line of your email

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Manager 2 Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625**