



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Employee Relations Coordinator [Classified Competitive]		Salary V-29 \$77,251.57 - \$110,169.34	
Posting Number 10-19	Position Number 039758	Number of Positions 1	Posting Period * From: 1/8/19 To: 1/22/19
Location: Ancora Psychiatric Hospital 301 Spring Garden Road, Ancora, NJ 08037		Scope of Eligibility/Open to: Ancora Psychiatric Hospital Employees	

GENERAL DESCRIPTION

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 / EXPERIENCE / LICENSES)

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PST.APH@doh.nj.gov

- Mail the required documents to:

**Robin Mcguigan, Personnel Assistant 2
Ancora Psychiatric Hospital
Reference Posting #10-19
New Jersey Department of Health
301 Spring Garden Road
Hammonton, NJ 08037**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's 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.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***