



# VACANCY ANNOUNCEMENT

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

Title <b>Personnel Assistant 2, Employee Relations [Classified Competitive]</b>			Salary <b>Y25 \$64,280.29 - \$91,368.04</b>
Posting Number <b>80-19</b>	Position Number <b>039836</b>	Number of Positions <b>1</b>	Posting Period * From: <b>3/15/19</b> To: <b>3/29/19</b>
Location: <b>Ancora Psychiatric Hospital 301 Spring Garden Road, Ancora NJ 08037</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under the direction of a Human Resource Manager or other supervisory officer in a state department, agency, or institution, conducts contractual and non contractual grievance hearings and reviews the administration of the agreements and contracts for the state-wide negotiations units and the grievance processing, prepares cases for disciplinary arbitration hearings, and conduct audits and recommend corrective actions; does other related work.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelors degree.

**EXPERIENCE:** Three (3) years of technical work experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year for year basis.

**NOTE:** A Masters degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting may be substituted for one (1) year of the required 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..

## 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 #80-19  
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.***