



VACANCY ANNOUNCEMENT

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

Title PERSONNEL ASSISTANT 1 [Classified Competitive]			Salary Y28 \$73,767.82 - \$105,121.57
Posting Number 366-18	Position Number 071215	Number of Positions 1	Posting Period * From: 11/07/2018 To: 11/21/2018
Location: Human Resources Services Health & Agriculture Building 369 South Warren Street, 4th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Supervises the Payroll/PMIS/Leave Unit. Oversees and supervises all leave requests for DOH employees included but not limited to FMLA,FLA,FLI,TDI, Donated leave, Jury Duty, Convention, Military Leave, Voluntary Furlough, School Volunteer and Worker's Compensation. Informs employees of additional information/documentation required before a decision can be rendered. Prepares forms and maintains employee medical files up to date in accordance with HIPPA confidentiality policy. Oversees the entry of PMIS transactions and processes approval of new hires, promotions, demotions, conversions of appointment types, TES, resignations, terminations and retirements for assigned payrolls; approves calculations for salary adjustments and anniversary date assignments; approves Working Test Period progress reports, prepayments and Personnel Action Reports for the Department of Health and the four psychiatric hospitals. Supervises that regular and supplemental payroll are accurate prepared and submitted to Centralized Payroll in accordance with established deadlines. Works with staff to ensure division time sheets are submitted in a timely manner and all recorded time is used in accordance with N.J.A.C. rules/regulations. Oversees processing of health benefits and dental applications, COBRA forms, disability forms,name/address changes, direct deposit cards, W-4's, Pension enrollments/ withdrawals/ transfers, separations, and death claims.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college with a Bachelor's degree. EXPERIENCE: Four (4) years of professional experience in a personnel program of a public or private agency. NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis. NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience. LICENSE: Appointee 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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTHR@doh.nj.gov • Mail the required documents to: Loreta Sepulveda, Director Human Resources Services Reference Posting #366-18 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 			
		<p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf 	
		<p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

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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.***

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