



New Jersey Board of Public Utilities
NJ Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



Notice of Job Vacancy

JOB POSTING #: 35-2021

DATE OF POSTING: September 10, 2021

DATE OF CLOSING: October 1, 2021

TITLE: Personnel Assistant 2

SALARY: \$66,877.22 – \$95,059.28

EXISTING VACANCIES: One (1)

WORKWEEK: 3E (35 hours)

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

GENERAL DESCRIPTION: Reporting to the Human Resources Manager, this position will support all facets of human resources for the New Jersey Board of Public Utilities (NJBPU). The Personnel Assistant 2 will provide overall HR support in areas such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, management assistance, or employee relations; or performs personnel work of considerable technical difficulty in one or more of the above major personnel program areas; does other related work.

This position will also assist in the administration of HR programs and policies and maintaining employee records.

Work Responsibilities: *Examples of work performed in this position include, but are not limited to the following:*

Manages all aspects of the talent management process; including but not limited to managing job openings, meeting with hiring managers, screening employment applications, and assisting in interviewing. Supports the NJBPU diversity and inclusion objectives, activities, and initiatives.

Coordinates and/or conducts new hire orientation/onboarding for new employees, conducts stay and exit interviews.

Provides first-level professional and technical HR information and guidance to managers and employees on personnel matters

Assists employees with issues involving leave, attendance, and return to work protocols; to include but not limited to, the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA), etc.

Administers the Performance Assessment Review (ePAR) program. Must possess extensive experience utilizing various electronic systems (i.e. PMIS, eCATS, ePAR).

Audits and processes personnel transactions that represent a change in status among which includes promotions, transfers, separations, approved leaves, etc.

Assists in the collection and preparation of statistical data for personnel and organizational management purposes. Responsible for compiling bi-weekly and monthly statistical reports.

Interprets federal and state rules and regulations, policies, and procedures per Title 4A.

Maintains all records and files.

Recommends new approaches, policies, and procedures to effect continual improvement in the efficiency of Division and services performed/provided.

Performs other duties as directed.

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

EXPERIENCE: Three (3) years of professional experience in a personnel program of a public or private organization.

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.

NOTE: A Master's degree in Business Administration, Personnel Administration, Public Administration, Management or other related fields may be substituted for the year of experience.

OPEN TO THE FOLLOWING: Current State employees with permanent status in the competitive division who meet the requirements above.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, diploma, or unofficial transcript and Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at: <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.