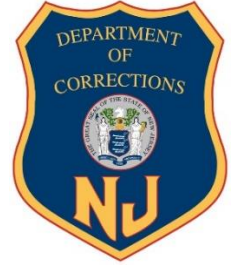




**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: June 28, 2024

Posting No.: 256-24

TITLE: Personnel Assistant 2 Employee Relations **SALARY:** \$72,014.33 - \$102,361.07

LOCATION: Central Office, Office of Employee Relations – Trenton, NJ

JOB 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

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting from an accredited college or university; and two (2) years of the above-mentioned professional experience.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JULY 15, 2024.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov