

NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

TITLE: Personnel Assistant 2, Employee Relations	SALARY RANGE: \$77,143.55 - \$113,263.75	POSTING NO.: 373-25	ISSUE DATE: 10/21/2025 CLOSING DATE: 11/5/2025
LOCATION: Central Office Headquarters, Office of Employee Relations – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS <u>ONLY</u> 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			
JOB DESCRIPTION Under the general supervision of a Human Resource Manager, Personnel Assistant 1, Employee Relations Coordinator, or other supervisory official in a state department, institution, or agency, conducts contractual and noncontractual grievance hearings; reviews the administration of agreements and contracts for statewide negotiation units and grievance processing; prepares cases for disciplinary arbitration hearings; conducts audits and recommends corrective actions; may take the lead over lower-level Personnel Assistants; does other related duties as required.			
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 in a large public or private organization. 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.			
BENEFIT(S)* *Pursuant to the State/Department's policy, procedures and/or guidelines.			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation			
APPLICATION INSTRUCTIONS Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date. Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov Forward Response To: Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863			

DEDICATION

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HONOR

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INTEGRITY