Title: Employee Relations Coordinator

Posting Number: M&B-2022-16

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: \( (V29) \$81,979.98 — \$116,912.67 \)

Opening Date: 6/23/2022

Closing Date: 7/26/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Management & Budget
Human Resources
Office of Labor Relations
440 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to permanent NJ State employees who meet the requirements below.

Description: Under administrative direction of an Employee Relations Administrator or a Human Resource Manager, plans, develops, organizes and supervises staff or programs designed to assist in carrying out the employee relations function for a state department; does other related duties.

Specific to the Position: Process disciplinary action requests from receipt to final disposition, determining appropriate penalty and acting as management representative throughout process. Act as Americans with Disability Act (ADA) Coordinator. Supervise staff, administer workplace violence claims. Represent Department at collective bargaining negotiations and with PERC matters. Handle and address management and union inquiries and issues. Interpret contracts and address union grievances.

Preferred Skill Set: Knowledgeable of NJAC Title 4A, union contracts, negotiation process, ADA

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.
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: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.
Experience: Six (6) years of experience in labor relations work involving grievance procedures, processing unfair labor practices, arbitration and public employee contract negotiation, employer-employee contract or agreement interpretation and administration, two (2) years of which shall have been in conducting employee appeal and grievance hearings.

NOTE: A Master's degree in Business Administration, Public Administration, Industrial or Labor Relations or other area related to position responsibilities may be substituted for one (1) year of the indicated 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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Melissa Burk-Pocino
Management & Budget
E-mail Address: EXECUTIVE_Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please indicate how you heard about the position in the body of the email

Posting Authorized By:

Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.