New Jersey Department of Environmental Protection  
Notice of Vacancy  
Filling of this position is contingent upon further approval process

Title: Executive Assistant 4 (V32) or Executive Assistant 3 (Y29)

Posting Number: M&B-2022-21

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (V32) $96,099.57 — $137,348.82

(Y29) $83,619.58 — $119,250.94

Opening Date: August 19, 2022

Closing Date: September 2, 2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection  
Management & Budget  
Assistant Commissioner's Office  
401 East State Street  
Trenton, NJ 08625

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

Description: Under the direction of the Assistant Commissioner for Management and Budget, acts as staff and personal representative responsible for assisting in the execution of Management & Budget (M&B) functions through the implementation of policy, and the development, management, and control of plans, programs, and operations. Supervises staff and work activities, and does related work as required.

The DEP M&B program area includes the Divisions of Human Resources, Budget and Financial Operations, Health, Safety and Facility Management, and Information Resources.

Specific to the Position:

As liaison between M&B divisions, as well as several executive offices under the Commissioner's Office, and Human Resources:

• Provides consultative advice and recommendations on personnel actions  
• Prepares justification packages for Civil Service Commission (CSC) approval; inputs and updates actions in HR’s personnel action tracking system  
• Gathers information regarding positions necessary to prepare Notices of Vacancy (NOVs)  
• Receives, reviews and tracks resumes resulting from NOVs to ensure eligibility, and assists in identifying interview candidates
• Gathers/prepares interview questions and ensures required interview training is completed by interview panelists; may participate in interviews, as needed
• Assists with recruitment and hiring of temporary employees and TES employees
• Works on reorganizations, promotions and classification issues, and reviews classification appeals from M&B employees
• Participates in monthly meetings of Assistant Commissioners' Representatives (AC Reps) across the Department, and disseminates resulting information
• Provides information and guidance within M&B on resignations, retirements, promotional announcements, lateral mobility assignments and provisional status
• Acts as liaison with Office of Organizational Development and Training regarding training needs and mandatory training

As staff of the Assistant Commissioner of Management and Budget, also:

• Assists in the development, review, updating and control of DEP policies and procedures
• Assists in developing the annual budget planning documents, coordinating with other AC areas as needed and developing presentation materials
• Ensures that project target dates and/or deadlines are met; resolves problems which may arise and helps resolve critical delays
• Assists in the development and implementation of measures to ensure that directives of the AC are carried out by the appropriate organizational unit in a timely manner
• May participate in or perform special studies or investigations which require the analysis of requests and statistics in highly sensitive areas and makes recommendations regarding appropriate action
• Troubleshoots travel and technology/equipment/IT issues, needs or concerns, including assisting with prioritization of IT projects
• Helps coordinate the handling of office/cube moves or reconfigurations; parking issues, collection of ID badges, cell phone, laptops, etc. at the end of employment

As personal representative of the Assistant Commissioner of Management and Budget:

• Coordinates initiatives among the divisions/offices of M&B
• Serves as M&B liaison to other departments, task forces, committees, and programs

Preferred Skill Set: Strong preference will be given to candidates with knowledge of the CSC position classification system and hiring and promotional procedures, experience with analysis of HR and budgetary data, experience with Business Objects queries, and familiarity with applicable DEP and other State of New Jersey agency guidance documents, policies, circulars, and procedures.

Requirements

Education:

Executive Assistant 4/Executive Assistant 3:

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

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:

Executive Assistant 4:
Five (5) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

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 Public Administration, Business Administration, Management or other closely related field may be substituted for one (1) year of experience.
Executive Assistant 3:
Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.
NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of 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.

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, Executive Assistant
Division of Human Resources
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.