



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

*State of New Jersey*

**The Department of Health has a career opportunity for qualified candidates for the following position:**

<b>Title</b> <b>Personnel Assistant 3, Employee Relations or Personnel Assistant 4 Employee Relations</b> <b>[Classified Competitive]</b>			<b>Salary</b> Y22 \$62,836.72 - \$89,042.11 Y19 \$54,906.96 - \$77,527.65
<b>Posting Number</b> 18-24	<b>Position Number</b> 039569	<b>Number of Positions</b> 1	<b>Posting Period *</b> From: 1/31/2024 To: 2/14/2024
<b>Location:</b> Human Resources Services 55 N. Willow Street, Trenton, NJ 08625			<b>Scope of Eligibility/Open to:</b> All Departments/State Employees

### GENERAL DESCRIPTION

The Personnel Assistant 3 Employee Relations will work in the Employee Relations Office. Duties will include collection of information and gathering of evidence used to substantiate claims. Provides guidance to managers/supervisors regarding disciplinary actions in addition to guidance of general employee relations matters. Reviews disciplinary action recommendations and disciplinary action charges in accordance with the New Jersey Administrative Code 4A, Department of Human Services Administration Order 4:08, and non-contractual and contractual provisions; oversees the preparation of cases for grievance and disciplinary arbitration hearings. Supervises and/or conducts grievance and disciplinary hearings to ensure that established policy and procedures have been adhered to. Processes Step 2 grievances for the department.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**REQUIREMENTS:**

**PERSONNEL ASSISTANT 3-**

**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. Six (6) 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 two (2) 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 one (1) year of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.



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## PERSONNEL ASSISTANT 4-

**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. Five (5) years of professional experience in the routine 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 one (1) year of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PSTHR@doh.nj.gov***
- Mail the required documents to:  
**Ann Marie Kopczynski, Manager 3, Human Resources  
Human Resources Services  
Reference Posting #18-24  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

#### **Required documents:**

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**PHEL Candidates:**

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

**Direct Client Care:**

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey  
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

**Resume Note:**

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**