



VACANCY ANNOUNCEMENT

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

Title Personnel Assistant 4 [Classified Competitive]			Salary Y19 \$52,010.00 - \$73,437.20
Posting Number 44-22	Position Number 071196	Number of Positions 1	Posting Period * From: 01/11/2022 To: 01/25/2022
Location: 55 N. Willow Street, Trenton NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

The Personnel Assistant 4 will support the Payroll/PMIS unit in the Department of Health. They will enter and review PMIS transactions, calculate salary adjustments and anniversary dates, determine salary calculations for SOIL program, type progress reports, enter and review position changes into CSS Reclasifications System, PMIS and Payroll/ e-CATS deadlines.

This position will be responsible for preparing regular and supplemental payrolls for assigned divisions, ensures that payrolls are prepared and processed without errors within Centralized payroll and office deadlines. This position will follow up with HR Liaisons regarding PMIS cutoffs and missing timesheets. Ensure all negative payments are processed and new hire information is entered into e-CATS and give employees their assigned ID's.

The position will be responsible for processing and certifying retirement applications, purchase of service credit, verification of employment request, unemployment forms and disabilities forms. Responsible for processing and certifying paperwork for pension enrollment and withdraws, death claims, retirement/lump sum payouts and vacation payout. Records time worked by hourly employees. Prepares reports for all payrolls, updates account information in CSS, processes assigned transactions for any payrolls within the department.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: One (1) year of technical experience in a personnel program of a public or private organization.

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 credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Personnel Administration, Public Administration, Management or other 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.

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:

**Loreta Sepulveda, Director
Human Resources Services**

Reference Posting #

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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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *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.*
 - *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.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *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.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *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.*