



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 45-22	Position Number 009625	Number of Positions 1	Posting Period * From: 01/11/2022 To: 01/25/2022
Location: 55 North Willow Street Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

The Personnel Assistant 4 will provide support to the Payroll/PMIS Unit of the Central Office of the Department of Health. This position will be responsible for entering/reviewing PMIS transactions such as new hires, promotions, demotions, UA leaves, terminations/retirements and other related actions for assigned payrolls. Will calculate salary adjustments, anniversary date assignments, and salary calculations for the SOIL program in accordance with the rules of the New Jersey Administrative Code.

This position will be responsible for preparing regular and supplemental payrolls for assigned divisions to submit for review. Will ensure that payrolls are prepared and processed without errors within Central Payroll and DOH dealines including lump sum, retroactive, overtime, and any other payments due to employees. Will follow up with Human Resources Liaisons for assigned divisions to ensure that all timesheets are submitted in a timely manner.

Will process and certify retirement applications, purchase of service credit, verification of employment requests, unemploye forms & disability forms, and other related paperwork. Will also be responsible for processing paperwork including but not limited to: pension enrollments and withdrawals, death claims, retirement/lump sum payements, credit union, W-4's, direct deposit, health benefits/dental applications, and open enrollment forms. Will record time worked by hourly employees and will process 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:
**Ann Marie Kopczynski, Manager 3, Human Resources
Human Resources Services
Reference Posting #45-22
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.*