



VACANCY ANNOUNCEMENT

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

Title Personnel Assistant 4, Employee Relations [Classified Competitive]			Salary Y19 \$52,010.00 - \$73,437.20
Posting Number 46-22	Position Number 640590 & 617404	Number of Positions 2	Posting Period * From: 01/11/2022 To: 1/25/2022
Location: 55 North Willow Street Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

The Personnel Assistant 4 Employee Relations, under direct supervision, will be responsible for conducting investigations concerning employee relations issues which may include contract violations, harrasment, and/or workplace violence complaints & will prepare detailed reports containing findings, conclusions, and recommendations for investigations conducted. Will review and categorize disciplinary action recommendations and prepare checklists for processing requests in accordance with the New Jersey Administrative Code and non-contract & contract provisions. Will coordinate and schedule cases for grievance and disciplinary arbitration hearings. Will interact with corresponding union representatives and the Governor's Office of Employee Relations to ensure correct and consistent interpretation of contractual provisions in order to adress employee relations issues as they arrise. This position will also be responsible for maintaining a database of union leave, confidential employees, and shop steward requests along with preparing routine memorandums, reports, and correspondence, as required.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: One (1) year of technical work experience in the routine administration of negotiated contracts, grievance, and disciplinary processing programs in a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

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:

**Danna Brown, Director, Employee Relations
Human Resources Services
Reference Posting #46-22
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.*