



# VACANCY ANNOUNCEMENT

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

Title <b>Technical Assistant Personnel [Classified Competitive]</b>			Salary <b>V17 \$47,579.48 - \$67,046.12</b>
Posting Number <b>48-22</b>	Position Number <b>009615</b>	Number of Positions <b>1</b>	Posting Period * From: <b>02/10/2022</b> To: <b>02/24/2022</b>
Location: <b>55 N. Willow Street, Trenton NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

The Technical Assistant Personnel will provide technical support in DOH Central Office for the four Human Resources offices in the psychiatric hospitals. This position will provide direct responsibility for the oversight of Leaves-medi Track, ADA and Workmen's compensation cases. This position will also be responsible for conferring with the DOH ADA Coordinator, Department of Health, Occupational Health and Safety unit and the Legal team to identify alternate accommodations.

The Technical Assistant Personnel will assist in the migration of all four psychiatric hospitals into the electronic time keeping system and provide ongoing support and guidance to hospital HR offices for e-CATS and Payroll processes.

Will review complex correspondence for payroll, leave and personnel matters and have letters typed in a timely manner. This position will review hospital payrolls for inconsistencies and identify potential issues and possible resolutions and alert DOH Central Office unit Manager in matter that need to be addressed. Maintain personnel logs and spreadsheets, types correspondences and complete forms when necessary. Open, sort, and distribute mail on a daily basis for Human Resources Services.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Completion of sixty (60) semester hour credits from an accredited college or university.

**EXPERIENCE:** Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies, and procedures.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to 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 employe 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 #48-22  
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.*