



VACANCY ANNOUNCEMENT

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

Title Personnel Assistant 3 [Classified Competitive]			Salary Y22 \$60,711.81 - \$86,030.97
Posting Number 71-23	Position Number TBD	Number of Positions 1	Posting Period * From: 01/20/2023 To: 02/03/2023
Location: Ancora Psychiatric Hospita		Scope of Eligibility/Open to: Ancora Psychiatric Hospital Employees	

GENERAL DESCRIPTION

Under supervision of a supervisory official in a state department, institution, or agency, performs moderately difficult personnel work pertinent to one or more major personnel program areas. The incumbent will lead the migration of 1400 staff to the e-CAT's system. The incumbent must have knowledge of payroll rules and regulations to ensure all complex actions are correct and processed in accordance with Dept of Treasury, Labor Contracts, Centralized Payroll and Civil Service. Assists in enhancing work place performance and assists staff with a recommended course of action in accordance with hospital rules and regulations. The incumbent will lead the payroll team and organize training sessions and manage and supervises the accurate preparation of payroll records in a 24/7 facility.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Two (2) years of technical experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute 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 the indicated 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:

PST.APH@doh.nj.gov

- Mail the required documents to:

**Nancy Bill, Manager 2, Human Resources
Ancora Psychiatric Hospital
Reference Posting #71-23
New Jersey Department of Health
301 Spring Garden Road
Hammonton, NJ 08037**

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.*