



# VACANCY ANNOUNCEMENT

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

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| Title<br><b>Personnel Assistant 3<br/>[Classified Competitive]</b>   |                                  |   | Salary<br><b>P22 \$60,711.81 - \$86,030.97</b>                    |
| Posting Number<br><b>180-23</b>  | Position Number<br><b>037671</b> | Number of Positions<br><b>One (1)</b>                                   | Posting Period *<br>From: <b>08/16/2023</b> To: <b>08/30/2023</b> |
| Location:<br><b>Trenton Psychiatric Hospital<br/>100 Sullivan Way, Trenton, NJ 08628</b>   |                                  | Scope of Eligibility/Open to:<br><b>All Departments/State Employees</b> |   |
| <b>GENERAL DESCRIPTION</b>   |                                  |   |   |
| <p>Under the supervision of the Manager of Human Resources this position will be responsible for the development and maintenance of all personnel, staffing, salary analysis and fiscal reports for Trenton Psychiatric Hospital. In addition, the position will assist in reviewing Human Resources policies, procedures, and other operations, and suggesting revisions. to help improve operational effectiveness and efficiency along with being responsible for creating and maintaining various databases and tracking systems and acting as a primary contact for issues involving the eCATS timekeeping system.</p>  |                                  |   |   |
| <b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>  |                                  |   |   |
| <p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Two (2) years of technical experience in a personnel program of a public or private organization.</p> <p><b>NOTE:</b> 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.</p> <p><b>NOTE:</b> 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.</p> <p><b>LICENSE:</b> 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.</p> |                                  |   |   |
| <b>IMPORTANT FILING INSTRUCTIONS</b>   |                                  |   |   |
| <p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to:<br/><b><i>PST.TPH@doh.nj.gov</i></b></li> <li>• Mail the required documents to:<br/><b>James Freeman, Manager 2, Human Resources<br/>Trenton Psychiatric Hospital<br/>Reference Posting #180-23<br/>New Jersey Department of Health<br/>PO Box 7500<br/>West Trenton, NJ 08628-7500</b></li> </ul> <p style="text-align: right;"><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at:<br/><a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>           |                                  |   |   |

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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.*
  - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*