



VACANCY ANNOUNCEMENT

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

Title Personnel Assistant 1 [Classified Competitive]			Salary R28 \$79,848.66 - \$113,786.94
Posting Number 413-23	Position Number TBD	Number of Positions 2	Posting Period * From: 05/25/2023 To: 06/08/2023
Location: Human Resources 55 N. Willow Street, Trenton NJ 08625			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

The Department of Health is seeking individuals to supervise the entry and approval of PMIS transactions; review calculations for salary adjustments and anniversary date assignments; review and approve Working Test Period progress reports, prepayments and Personnel Action Reports for the Department of Health to include the Division of Behavioral Health Services (BHS) and the four psychiatric hospitals.

The incumbents in this position will ensure both regular and supplemental payroll are accurately prepared and submitted to Centralized Payroll in accordance with established deadlines. Work with staff to ensure division time sheets are submitted in a timely manner and all recorded time is used in accordance with N.J.A.C. rules/regulations. Oversee the timely processing of health benefits and dental transactions in benefit solver. These positions will supervise the completion and approval of transactions for retirements, service credit purchases, verification of employment, Supplemental Compensation for Earned and Unused Sick Leave for Retirees (SCOR), vacation and paid leave bank payments.

The incumbents in these positions will oversee and supervise all leave requests for DOH employees included but not limited to FMLA,FLA,FLI,TDI, Donated leave, Jury Duty, Convention, Military Leave, Voluntary Furlough, School Volunteer and Worker's Compensation. Independently interprets and applies all federal and state laws, Administrative Code, Union contracts and DOH policies governing leaves of absence. Provide information, advice and assistance to managers, supervisors and employees with the interpretation of state and federal rules and regulations. The incumbents in these positions will utilize Business Objects to prepare reports as required (i.e. missing time sheet reports, leave reports, no pay reports, docking reports, pattern reports, etc.) and create special AD-HOC reports as needed.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Four (4) years of professional experience in a personnel program of a public or private agency.

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

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 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 #413-23
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0355**

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.*
 - **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 , or call CSC at (833) 691-0404.*