



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 \$53,050.20 - \$74,905.98
Posting Number 424-23	Position Number 655013	Number of Positions 1	Posting Period * From: 06/20/2023 To: 07/04/2023
Location: Ann Klein Forensic Center 1609 Stuyvesant Avenue Trenton, NJ 08628			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the supervision of the Employee Relations Coordinator the selected candidate will be responsible for gathering and collecting disciplinary information and following procedures for disciplinary hearings. Will track disciplines from the initial request through final appeals process; data enter Preliminary Notices of Discipline, determinations, and final notice of appeals in HRIS tracking system. Will review eCATS reports for attended related issues and prepare reports; review monthly report of actions issued for disciplines and grievances create and track on spreadsheet. Will schedule local hearings, prepare, and send out hearing notices. Review medical certification documentation regarding attendance to ensure compliance. Collects, prepare, and copy evidence and witness testimony for submission at grievance and disciplinary hearings. Will be responsible for filing, copying, collecting, sorting, and routing incoming mail; perform other duties as assigned.

Note: As per Executive Order 325, the State of New Jersey is requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this Notice of Vacancy.

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:
PST.AKFC@doh.nj.gov
- Mail the required documents to:
**Cheryl V. Manson, Manager 2, Human Resources
Ann Klein Forensic Center
Reference Posting #
New Jersey Department of Health
PO BOX 7717
West Trenton, NJ 08625-7717**

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.*