



VACANCY ANNOUNCEMENT

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

Title Director of Employee Relations Human Services [Classified Competitive]			Salary &35 \$110,546.27 - \$158,260.13
Posting Number 428-23	Position Number 952472	Number of Positions 1	Posting Period * From: 05/25/2023 To: 06/19/2023
Location: Human Resources Services 55 North Willow St., 6th Floor P.O. Box 360, Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

The Department of Health seeks an objective, organized, strategic manager to supervise and direct the Employee Relations office. Under the direction of the Director of Human Resources, this position will direct the preparation of grievance and disciplinary arbitration hearings for four bargaining units (IBEW, CWA, IFTPE and AFSCME). The selected individual directs the Department's role in hearings before arbitrators and will ensure consistency in the application of major and minor disciplinary actions. Provides guidance to Senior Management and managers/supervisors regarding disciplinary actions in addition to guidance of general employee relations matters. The selected individual directs the implementation of employee relations programs, policies, practices on procedures through the department employee relations coordinators. Reviews disciplinary action recommendations in accordance with New Jersey Administrative Code 4A. Determines and directs the application of methods, practices and techniques which will result in the successful modification of policies, practices and procedures for all employee relations staff in the central office and the four psychiatric hospitals. Conducts a comprehensive review of existing disciplinary actions through established tracking systems in the central office and the four psychiatric hospitals.

NOTE: Strong writing, analytical and interpersonal skills are necessary to be effective in this position. Experience as a mediator is desirable.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Six (6) years of administrative experience in employee relations work in a large organization, three (3) years of which shall have been in a supervisory capacity.

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

NOTE: A Master's degree in business administration, public administration, personnel administration or labor relations may be substituted for one year (1) of the non supervisory 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 #428-23
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.*
 - **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.*