



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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

Title <b>Employee Relations Coordinator [Classified Competitive]</b>			Salary <b>V29 \$86,546.27 - \$123,424.67</b>
Posting Number <b>34-24</b>	Position Number <b>037796</b>	Number of Positions <b>1</b>	Posting Period * From: <b>06/06/2024</b> To: <b>07/20/2024</b>
Location: <b>Trenton Psychiatric Hospital 100 Sullivan Way, Trenton NJ 08628</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Employee Relations Coordinator will manage Employee Relations department by organizing and assigning work and implementing plans to effectively achieve established departmental goals. Investigates, determines charges and sets penalties for disciplines in accordance with Administrative Order 4:08. Coordinates and approves all settlements on disciplinary actions. Conducts appeal and grievance hearings while ensuring they are scheduled in a timely manner, according to Union contracts, that all parties receive proper notifications, decisions are rendered, and final notices are properly distributed.</p> <p><b>NOTE: PROOF OF EDUCATION REQUIRED WITH APPLICATION</b></p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</b></p> <p>Ten (10) years of professional experience in labor relations work involving grievance procedures, processing unfair labor practices, arbitration and public employee contract negotiation, employer-employee contract or agreement interpretation and administration, two (2) years of which shall have been in conducting employee appeal and grievance hearings.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, two (2) years of which shall have been in conducting employee appeal and grievance hearings.</p> <p><b>OR</b></p> <p>Possession of a master's degree in Business Administration, Public Administration, Industrial or Labor Relations or other area related to position responsibilities from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in conducting employee appeal and grievance hearings.</p> <p><b>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.</b></p> <p><b>LICENSE:</b></p> <p>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>			



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## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PST.TPH@doh.nj.gov***
- Mail the required documents to:  
**James Freeman, Manager 2, Human Resources  
Trenton Psychiatric Hospital  
Reference Posting #34-24  
New Jersey Department of Health  
PO Box 7500  
West Trenton, NJ 08628-7500**

### 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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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(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.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**