



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 Administrative Assistant 3 [Classified Competitive]			Salary P18 \$52,513.10 -\$74,057.84
Posting Number 186-24	Position Number 040737	Number of Positions 1	Posting Period * From: 3/5/2024 To: 3/19/2024
Location: Management and Administration 55 N. Willow St, Trenton NJ			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Acts as primary assistant to the Employee Relations unit and the Director of Employee Relations. Will work with ER Director to coordinate and set priorities of work received and establish electronic tracking of deadlines and coordination with ER unit for successful execution of deadlines. Assists in the planning and implementing administrative and technical improvements for the ER unit. Will assist in report creation and maintenance of reports utilizing Business Objects XI, Excel, Workflow and any other database systems. Will maintain a data base to assist in the creation of electronic mailing lists and other forms of correspondence and reports.</p> <p>Will assist in formatting reports, disciplinary notices, correspondence, when needed. Will coordinate and maintain the hearing calendar; set up TEAMS meetings. Will maintain up to date appointment records and respond to inquiries in a courteous and professional manner. Ensure billings for IME, mediation and arbitration are processed and paid by Fiscal. Maintain union leave hours, prepare releases, access to premises.</p> <p>The incumbent will keep up to date on current administrative contractual rules and regulations, relevant deadlines that pertain to Employee Relations. Will review and interpret data to effectively communicate with Civil Service Commission, Governor's Office of Employee Relations, Union Locals and other outside agencies to research problems and present and develop solutions for supervisory review.</p> <p>Acts as liaison with other organizational units in matters involving Employee Relations. Prepare discovery requests and collect materials by established deadline. Follow up as appropriate/necessary. Prepare correspondence and written notifications. Assist in the maintenance of Employee Relations logs and files.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>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.</p> <p>Five (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.</p>			



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NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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, Director, Human Resources
Human Resources Services
Reference Posting #186-24
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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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 , 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.