



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title Personnel Assistant 1 [Classified Competitive]			Salary R28 \$82,643.36 - \$117,769.55
Posting Number 269-24	Position Number 946002	Number of Positions 1	Posting Period * From: 4/19/2024 To: 5/3/2024
Location: Human Resources Services 55 North Willow St., 6th Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under the general supervision of the Recruitment Manager, the Personnel Assistant 1 is responsible for monitoring and supervising the Recruitment/Classification/Promotions/Certifications unit in Human Resources for the NJ Department of Health. The unit is responsible for the following: reviewing exemption requests; posting notice of vacancies; vetting applications and determining candidate eligibility; reviewing and processing classification appeals; requesting, certifying, and disposing of promotional and open competitive lists; reviewing and approving offer letters; as well as attending job fairs throughout the state. The Personnel Assistant 1 is responsible for assigning and monitoring work and training and development for the unit, as well as submitting and tracking personnel requests for Governor's and Civil Service Commission approval. The Personnel Assistant 1 also participates in coordinating a concerted effort toward consistent succession planning for the Department. Candidates with a strong background in the certification process (from requesting the announcement to converting an employee's appointment type), the exemption hiring process, and classification is preferred.</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>Eight (8) years of professional experience in a personnel program of a public or private organization.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field ; and three (3) years of the above-mentioned professional experience.</p> <p>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.</p> <p>LICENSE:</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:
PSTHR@doh.nj.gov
- Mail the required documents to:
**Gemma Navarro, Manager 2, Human Resources
Human Resources Services
Reference Posting #
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.