



# 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 <b>Personnel Assistant 3, ER or Personnel Assistant 4, ER [Classified Competitive]</b>			Salary <b>Y22 / \$62,836.72 - \$89,042.11 Y19 / \$54,906.96 - \$77,527.65</b>
Posting Number <b>462-24</b>	Position Number <b>947451</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 07/03/2024 To: 07/17/2024</b>
Location: <b>Human Resources 55 N. Willow Street, Trenton NJ</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

### GENERAL DESCRIPTION

Work in the Employee Relations office and the collection of information and gathering of evidence used to substantiate claims. Provides guidance to managers/supervisors regarding disciplinary actions in addition to guidance of general employee relations matters. Reviews disciplinary action recommendations and disciplinary action charges in accordance with the New Jersey Administrative Code 4A, Department of Human Services Administration Order 4:08, and non-contractual and contractual provisions; oversees the preparation of cases for grievance and disciplinary arbitration hearings. Supervises and/or conducts grievance and disciplinary hearings to ensure that established policy and procedures have been adhered to. Processes Step 2 grievances for the department. May on occasion, conduct investigations concerning employee relations problems which may include harassment and/or workplace violence complaints; prepare detailed reports containing findings, conclusions, and recommendations for investigations conducted. Interact with corresponding union representatives and Governor's Office of Employee Relations to ensure correct and consistent interpretation of contractual provisions in order to address employee relations issues as they arise; periodically participate in training programs concerning employee relations, grievance processing, and disciplinary procedures. Mediate and foster communication to prevent future issues as a result of corrective action. Assist in the coordination of all Fitness-for-Duty (IME's) for the Department and serve as liaison on these matters to include the Division of Mental Health and Addiction Services and the four hospitals. Interprets rules, regulations, procedures, policies and procedures of the Civil Service Commission and labor contracts. Reviews with agency representatives contractual provisions which are cited in a grievance before decisions are rendered by the hearing officers; provide advice and guidance on employee relations and contractual matters to agency representatives. Assists in the planning and tracking of the timely implementation of essential employee notification, unsatisfactory working test period and transfer reassignment. Prepare routine and specialized memorandums, reports, and correspondence as required in daily duties as they relate to disciplinary and grievance matters. These reports will reflect the growing trends in a division and address employee concerns and potential grievance litigation. Coordinate DOH Laboratory staff appointments for random and reasonable suspicion drug testing and ensures proper documentation is received from testing facility. Assist in the review and proposed updates to existing Drug Policy.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

Personnel Assistant 3, ER. -

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.

Six (6) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.

OR



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Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting from an accredited college or university; and one (1) year of the above-mentioned professional experience.

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.

**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.

Personnel Assistant 4, ER. -

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.

Five (5) years of professional experience in the routine administration of negotiated contracts, grievance, and disciplinary processing programs in a large public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

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:  
**Gemma Navarro, Manager 2, Human Resources**  
**Human Resources Services**  
**Reference Posting #462-24**  
**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](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.



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