



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 \$85,535.88 - \$121,891.47
Posting Number 484-24	Position Number 090790	Number of Positions 1	Posting Period * From: 07/18/2024 To: 08/01/2024
Location: ANN KLEIN FORENSIC CENTER 1609 STUYVESANT AVE. WEST TRENTON, NJ, 08628			Scope of Eligibility/Open to: Ann Klein Forensic Center Employees

GENERAL DESCRIPTION

This position will oversee Recruitment and Classification. Will be responsible for the recruitment/onboarding for full and part-time direct care and administrative positions; approves, evaluates, and compiles personnel action material; interprets applicable laws, policies, rules, and regulations. Will process and enter exemption requests into the online workflow management system, HR Track. Will provide excellent customer service, greet employees, respond to inquiries, requests for information and resolve issues timely. Will oversee and monitor process of PMIS actions to include new hires, promotions, demotions, advancement requests; calculate salaries, process sick leave payments (SCOR) for retiree payouts. Will process reclass in CSS and complete JAQs. This position will serve as ePAR Administrator and Trainer. Collect, review, and keep track of department competencies and evaluations. Assist with rating deadlines and prepare reports for management review. Assist with eCats, regular and supplemental payroll; create Org charts, Business Objects, HRIS and vacancy reports. Will serve as backup in HR Manager's absence; review/revise hospital policies and attend leadership training and meetings. Experience with Business Objects, HRIS and Visio is preferred.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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.

Eight (8) years of professional experience in a personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

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.

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:



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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:
PST.AKFC@doh.nj.gov
- Mail the required documents to:
Cheryl V. Manson, Manager 2, Human Resources
Ann Klein Forensic Center
Reference Posting #
New Jersey Department of Health
PO BOX 7717
West Trenton, NJ 08628-7717

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.