



# 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>Manager 2, Human Resources [Classified Competitive]</b>			Salary <b>&amp;32 \$102,944.26 - \$147,131.56</b>
Posting Number <b>541-24</b>	Position Number <b>039665</b>	Number of Positions <b>1</b>	Posting Period * From: <b>08/07/2024</b> To: <b>09/10/2024</b>
Location: <b>Division of Behavioral Health Services Ancora Psychiatric Hospital 301 Spring Garden Rd. Hammonton, NJ 08037</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>This position is responsible for the management and supervision of the Recruitment, Classification, Payroll and Leave units at the Ancora Psychiatric Hospital. The selected incumbent will be responsible for approving, evaluating, and compiling personnel actions, interpreting applicable laws, policies, rules, and regulations. This position will be responsible for working with the Ancora Psychiatric Hospital management to plan and design hospital organizational structure as well as provide technical advice to hospital staff and management.</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><b>NOTE: The following experience at all levels, as a primary function, does not include the processing of personnel transactions, completion and checking of forms, filing, or data entry.</b></p> <p><b>Level 1</b></p> <p>Ten (10) years of professional experience in a personnel or human resource management program, three (3) years of which shall have been in a supervisory capacity.</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, three (3) years of which shall have been in a supervisory capacity.</p> <p><b>OR</b></p> <p>Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.</p> <p><b>Level 2</b></p> <p>Eleven (11) years of professional experience in a personnel or human resource management program, three (3) years of which shall have been in a supervisory capacity.</p>			



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OR

Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

OR

Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

Level 3

Eleven (11) years of professional experience in work involving the administration of personnel functions for a large public or private agency, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.

OR

Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.

OR

Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.

**NOTE:**Supervisory experience may include directing the staff of three or more programs in a human resources unit such as: position classification, compensation, staff and organizational development, regulation interpretation, personnel selection procedures, equal employment opportunity, workforce planning, employee relations, etc.

Level 4

Eleven (11) years of professional experience in work involving the administration of personnel functions for a large public or private agency, three (3) years of which shall have been in a supervisory capacity, three (3) years of which shall have been in a supervisory capacity supervising middle management.

OR

Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising middle management.

OR

Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising middle management.

**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:**

Appointees 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.



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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:

***PSTBHS@doh.nj.gov***

- Mail the required documents to:

**Rolanda Wright, Administrative Assistant 1**

**Behavioral Health Services**

**Reference Posting #541-24**

**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.

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