



# 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 2 [Classified Competitive]</b>			Salary <b>P25 \$74,534.83 - \$105,943.75</b>
Posting Number <b>651-24</b>	Position Number <b>095929</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/01/2024</b> To: <b>10/15/2024</b>
Location: <b>Ann Klein Forensic Center 1609 STUYVESANT AVE. WEST TRENTON, NJ 08628</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

### GENERAL DESCRIPTION

Reporting to the Manager 2 Human Resources and/or PA1 to will be responsible for processing Leaves to include Federal Family and Medical Leave Act (FMLA), the State Family Leave Act (FLA), in accordance with NJ State Administrative Law Title 4A. Will create pre-payment schedules, and process PMIS and eCATS entries and updates. Will serve as Benefits Administrator and certify retirement applications and employee benefit enrolments; communicate, follow up and respond to inquiries and resolve discrepancies as needed; will compose letters and submit monthly status reports. Will be responsible for interpreting laws, rules and regulations as well as consult with other departments and agencies.

### 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.

Seven (7) years of professional experience in the personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) 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 from an accredited college or university; and two (2) 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:**

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



State of New Jersey

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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:  
**Cheryl V. Manson, Manager 2, Human Resources**  
**Ann Klein Forensic Center**  
**Reference Posting #651-24**  
**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.*



State of New Jersey

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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.**