



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	007-22		ISSUE DATE	1/18/2022	CLOSING DATE	2/2/2022
TITLE	Personnel Assistant 1 or Personnel Assistant 2					
LOCATION	Division of Management and Budget Office of Human Resources 222 S. Warren Street Trenton, NJ 08625		RANGE	PA1: Y28 PA2: Y25		
			SALARY	PA1: \$78,283.00- \$111,555.82 PA2: \$68,214.76- \$96,960.49		
			OPEN TO	CURRENT STATE EMPLOYEES		
DEFINITION	<p>Personnel Assistant 1: Under general supervision of a supervisory official in a state department, institution, or agency, may supervise a major personnel program area such as personnel research, administrative services, employee counseling and personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, may supervise the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer 1 or its equivalent, acts as the Assistant Personnel Officer; or in a small institution, acts as the Personnel Officer; does other related work.</p> <p>Personnel Assistant 2: Under direction of a Personnel Assistant 1, or under general supervision of a supervisory official in a state department, institution, or Agency, may supervise a major personnel program area such as personnel research, administrative services, employee counseling and personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, may supervise the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer 1 or its equivalent, acts as the Assistant Personnel Officer; or in a small institution, acts as the Personnel Officer; does other related work.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>					
REQUIREMENTS						
EDUCATION	Graduation from an accredited college with a Bachelor's degree.					
EXPERIENCE	<p>Personnel Assistant 1: Four (4) years of professional experience in a personnel program of a public or private agency.</p> <p>Personnel Assistant 2: Three (3) years of professional experience in a personnel program of a public or private organization.</p>					
NOTE	<p>Personnel Assistant 1 and 2:</p> <ul style="list-style-type: none"> ❖ SPECIAL NOTE: Preferred experience includes PMIS, RAPS, CSS, and <i>Business Objects</i>. ❖ Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis. ❖ A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience. 					
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.					
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.					
IMPORTANT NOTICE						
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.					
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. <i>All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18th, 2021. To comply with that requirement, fully vaccinated staff must provide proof of vaccination status</i>					
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.					
FILING INSTRUCTIONS						
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov						
You must include the Job Posting # in the subject line of your email.						

New Jersey Department of Human Services is an Equal Opportunity Employer