



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	084-25	ISSUE DATE:	4/3/2025	CLOSING DATE:	4/17/2025
TITLE:	Supervisor Personnel Records And Payroll Processing 2				
LOCATION:	Green Brook Regional Center 275 Greenbrook Road Green Brook, NJ 08812	RANGE:	R20		
		SALARY:	\$59,430.08 - \$84,038.60		
		UNIT SCOPE:	K452		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NJ State Employees				
DESCRIPTION					
DEFINITION:	Under direction of a supervisory official in a State department, institution or agency employing between 1,500 and 4,000 employees, supervises staff involved in the preparation of unit payrolls, and the preparation and maintenance of payroll and personnel records and other forms, does other related duties.				
REQUIREMENTS					
REQUIREMENTS:	Four (4) years of experience in the preparation and maintenance of personnel and payroll records, two (2) years of which shall have involved supervisory responsibility.				
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 NOTICES					
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.				
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.				
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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.				
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.				
FILING INSTRUCTIONS					
<p>Forward a cover letter, and resume electronically to: DDD-GRC.RESUME@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer