



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	611-21	ISSUE DATE	7/22/2021	CLOSING DATE	8/5/2021
TITLE	Personnel Assistant 3				
LOCATION	Department of Human Services Office of Human Resources 6 Quakerbridge Plaza, P.O. Box 716 Mercerville, NJ 08619	RANGE	Y22		
		SALARY	\$58,354.29 - \$82,690.29		
		OPEN TO	Current State employees		
DEFINITION	<p>The Office of Human Resources at Quakerbridge Plaza services the Division of Family Development, the Division of Medical Assistance and Health Services, the Division of Aging Services and the Office of the Public Guardian. Services include administration of the following: recruitment, which includes but is not limited to compensation, classification, job postings, selection and placement, position management control, the promotional process, resignations and transfers, working test periods, new employee orientation and the on-boarding of new staff; leave administration; pensions and benefits; payroll, processing employee separations; worker's compensation; the Performance Appraisal Review (ePAR) program; issuance of State identification cards and developing and implementing policies and procedures regarding Human Resources programs.</p> <p>The incumbent in this position will be assigned to the Recruitment Unit, performing the above functions noted.</p>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE	Two (2) years of technical experience in a personnel program of a public or private organization.				
NOTE	<p>Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience.</p> <p>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.</p> <p>Desirable skillsets for this position include critical thinking, excellent writing and communication skills, attention to detail and the ability to work in a fast-paced environment.</p>				
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	<p>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.</p>				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
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