



# Notice of Job Vacancy

<b>Posting #</b> 2021-045		<b>Issue Date</b> 3/4/2021	<b>Closing Date</b> 3/18/2021
<b>Title</b> Employment Counselor		<b>Range/Title Code</b> P19/64762	<b>Salary</b> \$49,990.39 - \$70,585.54
<b>Unit Scope</b> Statewide	<b>Location</b> Workforce Development – Newark One-Stop Career Center	<b>Workweek</b> 35	<b># Vacancies</b> 2

## Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), Work From Home Program (determined by division), and employee training.

Under the close supervision of an Employment Supervisor or manager provides career counseling and related employment directed services to jobseekers, assists in resolving problems related to occupational choice, change, or adjustment, provides assistance in researching and preparing for job opportunities, and/or provides basic or occupational skills training to achieve an industry valued credential and career path; does other related duties.

## Civil Service Commission Requirements (Education/Experience/Licenses)

Open to employees of the State of New Jersey who are currently permanent in a competitive title and who meet the open competitive requirements below:

### Education

Graduation from an accredited college or University with a Bachelor's degree including or supplemented by six (6) semester hour credits in Non-introductory Sociology or Psychology or other field of study directly related to career counseling or workforce and career development, and nine (9) semester hour credits in the Behavioral Sciences, Statistics, or Non-Introductory Labor Market Information courses.

*Applicants must submit a copy of your unofficial transcripts to verify the required credits earned. Failure to submit unofficial transcripts with your resume may result in your ineligibility.*

NOTE: Courses in Public Safety, Criminal Justice, Public Safety Administration and Philosophy will not be accepted toward meeting the special credit requirements in the Behavioral Sciences.

### Experience

One (1) year of experience in career guidance or employment counseling.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the specialized credits outlined above may substitute additional experience for the remaining education (years necessary to complete the degree) on a year-for-year basis.

NOTE: A Master's degree in Psychology, Education, Social Work, Personnel Administration, Counseling, Student Personnel Services, or related fields may be substituted for one year of the required experience, provided the applicants possess the fifteen (15) semester hour credits outlined above experience.

**RESUME NOTE:** Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your

ineligibility.

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 essential duties of the position.

### TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above and include the Posting number.

**EMAIL:**

Human Capital Strategies

Recruitment Unit

[LWDJobPostings@dol.nj.gov](mailto:LWDJobPostings@dol.nj.gov)

\*Subject line must specify complete job posting number

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**Job Posting Authorized by** Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new 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, or to secure an exemption.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development  
**PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

**Relative** means an individual's spouse/domestic partner/civil union partner<sup>1</sup> or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

**Consensual personal relationship** means marriage, engagement, dating or other ongoing romantic or sexual relationships.

**Cohabitant** means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) - **Director's** Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office **and/or** the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

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<sup>1</sup> Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.

Do you need more space for disclosure?  Yes  No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) \_\_\_\_\_

Applicant/Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_