



Notice of Job Vacancy

Posting #: 2021-116		Issue Date: June 9, 2021	Closing Date: June 30, 2021
Title: Personnel Assistant 2 or 3		Range/Title Code: Y25/63254 or Y22/63253	Salary: SEE BELOW
Unit Scope: Statewide Career Service	Location: Department of Labor and Workforce Development, Human Capital Strategies, Trenton, NJ	Workweek: 35	# Vacancies: 1

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 supervision of the Recruitment Manager of Human Capital Strategies, will be responsible for accurately entering new hires, promotions, demotions, advancements, laterals, swap/chains, statics, etc. for the Department into the Personnel Management Information System (PMIS). Resolve processing or edit message problems through contact with appropriate CSC staff or OMB management/employees. Acts as the CSC Liaison on PMIS issues.

Advise management on all manner of personnel actions including new hires, lateral appointments, promotions, and demotions; calculates salary changes, coordinates examination announcements and ensures that employment list dispositions are in accordance with Civil Service rule, regulation and procedure. Will be required to obtain necessary approvals from the Civil Service Commission on all actions regarding the Divisions assigned.

Process promotional examination packages and send to the Civil Service Commission. Maintain a database of active/inactive and expired promotional examinations so that reports generated contain accurate information. Produce reports monthly or, upon request, using ROSCO system and Business Objects.

Process open competitive and promotional certifications; make Revised Automated Placement System (RAPS) entries; generate non-select, or invoke the rules letters as appropriate. Type certifications and enter appropriate personnel actions into PMIS.

Answer inquiries regarding examination unit scope issues, examination status, examination eligibility, or the classification appeal process. Occasionally attends job fairs as a representative for the agency and provides recruitment information to potential candidates.

Civil Service Commission Requirements (Education/Experience/Licenses)

***THOSE WHO APPLIED TO POSTING 2021-070 DO NOT NEED TO REAPPLY AND WILL BE TAKEN INTO CONSIDERATION.**

Open to New Jersey state career service employees who currently have one year of continuous permanent service in any competitive title and who meet the open competitive requirements listed below:

PERSONNEL ASSISTANT 2 REQUIREMENTS:

SALARY RANGE: \$65,565.90 - \$93,195.36

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of professional experience in a personnel program of a public or private organization.

PERSONNEL ASSISTANT 3 REQUIREMENTS:

SALARY RANGE: \$57,210.09- \$81,068.91

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.
(These substitutions below are for both the Personnel Assistant 2 and the Personnel Assistant 3)

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: 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.

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 the 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

*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.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

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 partner¹ 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

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 _____

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