

STATE OF NEW JERSEY

**Philip D. Murphy**  
Governor

## VACANCY ANNOUNCEMENT

### Open to: GENERAL PUBLIC

**Tahesha L. Way**  
Lt. Governor

**Latrecia Littles-Floyd**  
Acting Chair and Chief Administrator

<b>POSTING #:</b> 2024-72	<b>ISSUE DATE:</b> 6/11/2024	<b>CLOSING DATE:</b> 6/25/2024	
<b>TITLE:</b> Personnel Trainee	<b>RANGE/TITLE CODE:</b> P95/63250	<b>SALARY:</b> \$50,229.66 - \$52,513.10	
<b>UNIT:</b> MV36- Employee Relations	<b>LOCATION:</b> Trenton, NJ	<b>WORKWEEK:</b> 35	<b># VACANCIES:</b> 1

#### GENERAL DESCRIPTION:

Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

#### REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience relevant to the position.

**NOTE:** Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

**NOTE:** Advancement section of title specification can be found at: <https://info.csc.state.nj.us/jobspec/63250.htm>

**OR**

Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**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.

**OPEN TO THE FOLLOWING:** General Public

**Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment. Applications can be found at:**  
<https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf>

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404. The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please click here if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.

#### FILING INSTRUCTIONS:

**Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts, and personal relationship disclosure statement (attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. If review of your resume indicates that you copied from the job specification, your resume will not be considered for this notice of vacancy. Send to:**

#### MAIL:

New Jersey Motor Vehicle Commission  
Attn: HR Recruiter  
225 East State Street  
P.O. Box: 050  
Trenton, NJ 08666

#### ELECTRONIC FILING:

[mvcrecruiter@mvc.nj.gov](mailto:mvcrecruiter@mvc.nj.gov)

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES.

**JOB POSTING AUTHORIZED BY: Angela LaMorte, Director of Human Resources**

- Newly hired employees must agree to a thorough background check that will 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 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.

The New Jersey Motor Vehicle Commission is an Equal Opportunity Employer

**MOTOR VEHICLE COMMISSION  
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 Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her 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 Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR 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 HR 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 Motor Vehicle Commission.

\_\_\_\_ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

Name	Relationship	Division and Work Location

**Additional Space Needed for Disclosure**    \_\_\_ YES    \_\_\_ NO    **If YES, write disclosure on 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: \_\_\_\_\_

<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.