



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

February 7, 2019
NOTICE OF JOB VACANCY
#19-60

An opportunity currently exists with the Department of Law and Public Safety, Office of the Attorney General, for current State employees who meet the requirements indicated below:

TITLE: Manager 2, Human Resources

SALARY: \$76,288.00 - \$110,627.23

LOCATION: Office of the Attorney General
Human Resource Management
Richard J. Hughes Justice Complex
3rd Floor, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the Director of Human Resource Management, Office of the Attorney General, will oversee the following human resource management program areas: health and other employee benefits, payroll, personnel orientation, employee counseling, ADA and leaves; interprets applicable laws, policies, rules, and regulations; plans and designs organizational structures; provides technical advice to peers, management, and others; confers with administrators at policy-making levels; mediates problems that cannot be resolved through other channels; directs and supervises professional, para-professional and support staff; develops policies and procedures and/or formulates recommendations to improve efficiency, effectiveness and productivity of staff; performs other related duties as assigned.

REQUIREMENTS

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

EXPERIENCE:

NOTE: The following experience, as a primary function, DOES NOT INCLUDE the routine processing of personnel transactions, completion and checking of forms, filing or data entry.

Seven (7) years of professional experience in the administration of a human resource management program. Three (3) years of the required experience shall have been in a supervisory capacity.

NOTE: Supervisory experience may include directing the staff of two or more programs in a human resources unit such as: position classification; compensation; staff and organizational development; regulation interpretation; personnel selection procedures; equal employment opportunity; workforce planning; and employee relations.

A Master's degree in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling may be substituted for one (1) year of nonsupervisory experience.

Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #19-60 and current resume on or before the closing date of February 21, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

