



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
Acting Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### June 15, 2022 NOTICE OF JOB VACANCY #22-331

**This is a repost of vacancy announcement #22-206; previous applicants need not reapply.**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Manager 3 Human Resources  
(Deputy Director, Human Resource Management)

**SALARY:** \$103,424.24 to \$148,014.38

**LOCATION:** Division of Administration  
Human Resources Management  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision of the Director, Human Resource Management, or other supervisory official within the Department of Law and Public Safety (Department) directs the staff, supervised by personnel professionals, of three (3) or more human resource programs such as recruitment, payroll, benefits, leaves of absences, personnel transactions, personnel orientation, Workers' Compensation, Americans with Disabilities Act (ADA), Health and Safety, employee development and retention, employee relations and employee counseling, and a variety of other areas; approves, evaluates, and compiles personnel action materials; provides timely, accurate, and useful information to the Director, Human Resource Management, and other executives to assist in making decisions that are congruent with the vision, mission, and goals of the Department; 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 solved through other channels; does other duties as required.

#### 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 routine processing of personnel transactions, completion and checking of forms, filing or data entry.

Seven (7) years professional experience in work involving the administration of personnel functions for a large public or private agency. Three (3) years of the required experience shall have been in a supervisory capacity supervising second-line supervisors.

**NOTE:** Supervisory experience may include directing the staff of three 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.

#### SUBSTITUTIONS:

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.

**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.

**SPECIAL NOTE:** Current Department of Law and Public Safety employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resumes 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 may result in your ineligibility.

**If qualified, please send a cover letter indicating interest in job vacancy announcement #22-331 and current resume on or before the closing date of June 29, 2022 to:**

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

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.

