

NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625

NOTICE OF JOB VACANCY

ISSUE DATE:	November 9, 2020	CLOSING DATE:	November 23, 2020
DIVISION:	Office of the Secretary Human Resources 33 West State St., Trenton, NJ 08625	SALARY:	V30 \$82,527.28 - \$117,772.00
TITLE:	Manager 1, Human Resources	POSTING #	STA-2020-006

DEFINITION: Under the direction of the Chief of Staff in the Department of State, manages the overall functions of the Human Resources Office such as recruitment, classification and compensation, position control, orientation, benefits, leaves, payroll, timekeeping, personnel transactions, labor and employee relations, training, and performance assessment. Provides technical advice to peers, management, and others; confers with administrators at policy-making levels; mediates problems that cannot be solved through other channels. Interprets applicable laws, policies, rules and regulations. Does related work as required.

PREFERRED EXPERIENCE:

- *Proficiency in Business Objects
- *Experience with policy writing

REQUIREMENTS:

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

EXPERIENCE: Six (6) years of professional experience in a personnel or human resource management program. Three (3) years of the required experience shall have been in a supervisory capacity.

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: Appointees 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.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must be evaluated for accreditation by the closing date of the posting. Transcripts must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO: Employees serving in a permanent capacity for an aggregate of at least one (1) year in a competitive title immediately preceding the posting date and meet the requirements stated above.

APPLICANT INFORMATION: Applicants should submit a cover letter with title, announcement number, resume, and employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> and college transcripts by the closing date to be considered for the position to Michelle.Lavell@sos.nj.gov.

The New Jersey Department of State is an Equal Opportunity Employer