



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 113 - S	<b>ISSUE DATE:</b> July 16, 2024	<b>CLOSING DATE:</b> July 30, 2024
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<b>TITLE:</b> Manager 1 Human Resources	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Administration	<b>TITLE CODE:</b> 56863 <b>RANGE:</b> V30
<b>UNIT:</b> Human Resources	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, 2nd floor, Trenton, NJ	<b>SALARY RANGE:</b> \$93,816.41 - \$133,882.16

### JOB DESCRIPTION

The Department of the Treasury, Division of Administration, Office of Human Resources seeks a Manager 1 Human Resources. The New Jersey Department of the Treasury's Office of Human Resources is responsible for providing Human Resources services and support to employees and management, which consists of an approximate 4000 employees across thirteen core Divisions and numerous In but Not of Agencies (IBNO). We offer a full range of personnel services including organizational planning, classification, compensation, recruitment, hiring, promotions, employee development, performance appraisal, training, payroll, timekeeping, leave administration, and employee/labor relations.

The Manager 1 Human Resources will report to the Deputy Human Resource Officer and will have managerial oversight for the Payroll & Benefits Unit which is responsible for payroll, benefits, pension, and eCATS of all thirteen core divisions and numerous In-But-Not-Of Agencies. In this role, the appointee will apply governmental personnel practices and procedures, manage resources, guide and direct staff in the course of daily duties, review and implement guidelines and procedures, counsel agency management and liaisons. The appointee will work closely with Division of Pensions and Benefits and Office of Management & Budget's Centralized Payroll.

### POSITION REQUIREMENTS

**Education & Experience:** 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.

Ten (10) years of professional experience in a personnel or human resource management program, three (3) years of which shall have been in a supervisory capacity.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

**-OR-**

Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

**Note:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.



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### IMPORTANT NOTES

**Open to the following:**

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

### GENERAL INFORMATION

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.



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## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on July 30, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2024- 113 - S Manager 1 Human Resources" in the Subject Line)**

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*

**Antoinette Sargent, Human Resource Officer**

*The State of New Jersey is an Equal Opportunity Employer*