



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 129-S	<b>ISSUE DATE:</b> August 29, 2024	<b>CLOSING DATE:</b> September 12, 2024
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<b>TITLE:</b> Personnel Assistant 3, Employee Relations	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Administration-Office of Human Resources	<b>TITLE CODE:</b> 63297 <b>RANGE:</b> Y22
<b>UNIT:</b> Employee Relations	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$65,036.01 - \$92,158.59

### JOB DESCRIPTION

The State of New Jersey, Department of the Treasury, Division of Administration, seeks a Personnel Assistant 3 Employee Relations within the Office of Human Resources, Employee Relations and Development Unit. The Office of Human Resources is responsible for providing Human Resources services and support to employees and management, which consists of an approximately 4000 employees across thirteen core Divisions and numerous In but Not of Agencies. 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.

Under the direction of a an Employee Relations Coordinator or Employee Relations Administrator, the Personnel Assistant 3, Employee Relations handles moderately complex employee relations tasks including employee counseling, conflict resolution, grievances, workplace violence investigations, and union interactions. The role provides technical advisement to support management and assists with personnel functions, including employee and supervisory training. Performs other related duties as assigned.

#### General Job Description

- Consults, counsels, and advises managers and supervisors on disciplinary matters; researches and analyzes cases, and reviews management’s recommendations for disciplinary action.
- Acts as a management representative and establishes the settlement or appeal process with management and union representatives within established Civil Service/union contractual timeframes.
- Schedules appeal hearings and meetings within civil service contractual timeframes, ensuring that necessary discovery/documents are served to the appellant’s representatives in accordance with Civil Service Commission rules and union agreements.
- Assists the Employee Relations Coordinator and Employee Relations Administrator with grievances and workplace violence investigations.
- Maintains tracking systems for grievances, disciplinary actions, and workplace violence.
- Refers employees to the Employee Advisory Service (EAS) and coordinates with the leave management unit.
- Reviews payroll reports, including no pay-status reports; consults with the Treasury Leave Management Unit on State and Federal Family Leave, determines leave abuse, and communicates leave abuse with Division Management and Employee Relations professional staff while ensuring appropriate remedial steps are taken.
- Prepares statistical reports as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**Experience & Education:**

Six (6) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.

**OR**

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**OR**

Possession of a master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting from an accredited college or university; and one (1) year of the above-mentioned professional experience.

**Note:**

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

**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.

### 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.



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### GENERAL INFORMATION

**Vacancy Notice:**

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

**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 more 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.

### 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 September 12, 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- 129-S Personnel Assistant 3" 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*