



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 056 - S	ISSUE DATE: March 11, 2024	CLOSING DATE: March 25, 2024
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TITLE: Personnel Assistant 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 63255 RANGE: R28
UNIT: Human Resources	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, 2 nd floor, Trenton NJ	SALARY RANGE: \$82,643.36 - \$117,769.55

JOB DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking Personnel Assistant 1s within multiple units in the Division of Administration, Office of 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 3300 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.

Under the direction of a Manager, Human Resources, the Personnel Assistant will function as supervisor over the Employment Unit. In this role, the appointee will interpret and apply government personnel practices and procedures and provide guidance and direction to fellow staff in the course of their daily duties. Appointee will supervise the staff and activities of the Employment Unit; organize, prioritize and/or assign the workload; review Employment Unit procedures and practices for efficiencies and makes recommendations and implements modifications as needed; provide guidance to agency management on the recruitment and hiring process to uphold the integrity of the interview and selection process; extend offers of employment; responds to applicant inquiries regarding HB plan offerings, leave entitlements, and other employment related benefits. The appointee will be responsible for the review of staff's work product such as offer letters, new hire packages, interview scheduling, orientation presentations, notice of vacancy postings, eligibility review, payroll packets, and new employee hire packets. The appointee will oversee or be responsible for working with contracted vendors for placement of notice of vacancies on external sites; working with agency management and contracted vendors to secure services of Contract Labor Staff (temp agency staff); and working collaboratively with various Human Resources units to ensure new hire paperwork is processed accurately and timely. Appointee will prepare correspondence and related reports as needed.

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.

POSITION REQUIREMENTS

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. Appointments 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.

Requirements: 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.

Eight (8) years of professional experience in a personnel program of a public or private organization.

-OR-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and three (3) year of above mentioned professional experience.

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



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IMPORTANT NOTES

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 by the closing date. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml> or email: CSC-SAME@csc.nj.gov

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 initial application.

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, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on March 25, 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

(Please list the "2024- 056-S Personnel Assistant 1" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer