



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 061 - S	ISSUE DATE: March 18, 2024	CLOSING DATE: April 17, 2024
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TITLE: Employee Relations Coordinator, OER	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Governor's Office of Employee Relations	TITLE CODE: 61671 Workweek: NL (35 hours)
LOCATION: 225 West State Street, 4th Floor, Trenton, NJ	SALARY RANGE: Commensurate with education & experience

JOB DESCRIPTION

The New Jersey Governor's Office of Employee Relations seeks an experienced Employee Relations professional who will be responsible for assisting in the negotiation, interpretation and administration of various labor relations agreements for state employees; interfacing with labor unions regarding labor/management relations, agreements and interpretations; development of employee relations rules, regulations and policies for use in the Executive Branch; interpretation of the provisions of the New Jersey Administrative Code, New Jersey Employer-Employee Relations Act and Statewide policies; preparation of information for negotiations, hearings and conferences involving various parties; participate in litigation involving labor issues at the Public Employment Relations Commission and will serve as a member of negotiations teams representing the State and its collective bargaining positions. The desired candidate will possess a Juris Doctorate degree, experience in public sector labor law, an excellent oral and written communication skills.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the State'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. This is not a promotional announcement. 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.

Education: Graduation from an accredited college or university with a Bachelor's degree in Labor Relations. Submissions **MUST** include a copy of the degree and/or transcripts (official/unofficial) documenting the possession of a degree.

Experience: Three (3) years of experience involving legal or legislative research, drafting rules, regulations, legislation, amendments, the interpretation of statues, labor contract negotiations or administration, and/or the field of employer/employee relations.

Note: A Bachelor's degree in Labor Relations is a minimum requirement.

Note: A Master's degree in Labor Relations may be substituted for one (1) year of the required experience.

Note: A Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B) degree may be substituted for the education and experience indicated above.

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.

Job Spec: For more information on this position, please review full job specification at [61671](#)



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IMPORTANT NOTES

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 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, 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 April 17, 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- 061 - S Employee Relations Coordinator, OER" 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