



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 063 - S	ISSUE DATE: May 12, 2023	CLOSING DATE: May 26, 2023
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TITLE: Personnel Assistant 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration – Office of Human Resources	TITLE CODE: 63254 RANGE: P25
UNIT: Various	WORKWEEK: 3E (35 hours)
LOCATION: 50 West State Street, 2nd floor, Trenton, NJ	Salary Range: \$69,579.06 - \$98,899.62

POSITION DESCRIPTION

The State of New Jersey, Department of the Treasury, seeks candidates for the position of Personnel Assistant 2 within the Division of Administration, Office of Human Resources. Under direction of a supervisory official, a Personnel Assistant 2 acts in the capacity of a principal assistant in the supervision of the overall, or a significant portion of the overall, personnel program area such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, management assistance, or employee relations; or performs personnel work of considerable technical difficulty in one or more of the above major personnel program areas; does other related work. **Positions are available within the Payroll and Benefits Unit, Promotions Unit, and the Outreach Services Unit.**

✚ **Payroll & Benefits:** This position is responsible for leading a unit of employees that handle all aspects of payroll and benefits. The selected candidate for the position will be responsible for the certification of payrolls, lead in the preparation of the regular and supplemental payrolls, and processing of State Health Benefits Program (SHBP) applications through Benefit Solver. Responsibilities include: certifying pension enrollments, certifying SHBP applications, issuing HIPPA and COBRA notifications, providing guidance to employees regarding Pension and SHBP eligibility, trouble shooting and proposing solutions to complex problems and issues, making recommendations to higher level managers, reviewing of ECATS timesheets, submissions to centralized payroll, processing settlement agreement payments, calculating prepayment schedules, processing paperwork for payroll collections through the SOIL program, and leading lower level staff for all other payroll and benefit related transactions. The incumbent will be responsible for making accurate mathematical calculations and processing paperwork in accordance with the Department of the Treasury and Civil Service rules, regulations, policies, and procedures.

✚ **Promotions:** This position is responsible for leading a unit of employees that handle all aspects of the promotional process for the Department of the Treasury and it's In-But-Not-Of agencies. The incumbent will take lead on the following: preparing all promotional announcement requests by analyzing each exam situation and determine proper eligibility and exhibit for announcement; reviews promotional announcements upon issuance by CSC for correct salary, unit scope, and exhibit to ensure the announcement was opened correctly and works with the Civil Service Commission (CSC) on any required revisions; runs eligibility reports and notifies eligible candidates of promotional announcements via email; completes application summaries by identifying any applicants who are not eligible/employed by Treasury and coding Application Summary appropriately with CSC codes, inputting information on seniority, PAR and testing mode; responsible for the promotional certification process and providing advice and guidance to management regarding the certification and disposition; prepares various letters and ad-hoc reports; responsible for the review and submission of all Qualifying Applications and rule relaxation requests; and answers phone calls, e-mail and in-person visits from Treasury employees providing guidance and advice on certification/promotional exam procedures. Performs other related duties.

✚ **Outreach Services:** This position is responsible for the recruitment and onboarding of all new hires throughout the Department of the Treasury and it's In-But-Not-Of agencies. This position will be responsible for preparing Statewide, Department Wide and General Public job vacancy postings, determining eligibility; scheduling candidates for interviews; communicating with management regarding the coordination of interviews and provide advice on interview best practices; conducting orientation; and issuance of State ID cards. The appointee will function as team lead and be responsible for analyzing recruiting trends and proposing improvement plans to advance the recruitment efforts within the Department; establishing relationships with internal and external recruitment partners to form a talent acquisition team; registration and attendance of job fairs; and coordination of the Treasury Internship Program. Appointee will be responsible for interpreting and applying the rules and regulations of CSC, Title 4A of the Administrative Code, and various union contracts across the recruitment and the hiring processes. The appointee will be self-motivated and possess strong analytical, verbal, and written communication.

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



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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. Proof of degree is required.

Experience:

Three (3) years of professional experience in a personnel program of a public or private organization.

Note:

Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

Note:

A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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 May 26, 2023:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023-063-S – Personnel Assistant 2" 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.



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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