NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 141- S	November 18, 2026	December 3, 2026

TITLE: Personnel Assistant 2	**OPEN TO:** State Wide (all Departments/State Employees)
DIVISION: Administration – Human Resources	**TITLE CODE:** 63254 **RANGE:** P 25
UNIT: Leave Management	**WORKWEEK:** 3E (35 hours)
LOCATION: 50 West State Street, 2nd Floor, Trenton	**SALARY RANGE:** $79,843.57 - $117,227.97

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Office of Human Resources, is seeking a Personnel Assistant 2 to work under the supervision of the Manager of the Payroll, Benefits & Leave Administration Bureau. The selected candidate will take the lead in performing complex personnel functions within the Leave Management Unit with primary responsibility for coordinating and administering workers' compensation claims, leave entitlements, workplace accommodations, and occupational safety reporting for Treasury and In But Not Of (IBNO) agencies.

The incumbent will serve as the primary liaison with the Division of Risk Management's Workers' Compensation Unit regarding the reporting, processing, and status of new, ongoing, reopened, and denied workers' compensation claims, including related medical treatment determinations. Responsibilities include assisting and providing guidance to lower-level staff in entering Accident Reports (RM-2) into the Risk Management Information System (RMIS) database and maintaining workers' compensation files. The incumbent will also assist the Manager with complex leave and Americans with Disabilities Act (ADA) matters, including reviewing medical documentation and coordinating with Treasury's ADA Coordinator and Division Management to evaluate and implement reasonable workplace accommodations. Additional responsibilities include coordinating annual Occupational Safety and Health Administration (OSHA) reporting by tracking workplace incidents, ensuring appropriate documentation and regulatory compliance, and preparing and submitting OSHA 300 and 300A Logs, including distributing required postings to Treasury and IBNO agency management.

The Personnel Assistant 2 will take the lead in assisting staff with the administration and processing of various leave programs, including personal illness, family leave, childcare, donated leave, voluntary furlough, military leave, personal leave, and intermittent absences. The incumbent will assist the Manager in providing guidance to employees and management regarding Workers' Compensation, the Federal Family and Medical Leave Act (FMLA), the New Jersey Family Leave Act (FLA), and applicable Departmental policies and Civil Service Commission (CSC) rules and regulations. The incumbent will be responsible for reviewing the Certification of Health Care Provider forms (WH-380-E and WH-380-F), preparing intermittent leave files, evaluating reported absences against approved entitlements and established time frames, recommending approvals for the Manager's review, and ensuring appropriate leave notifications are entered into eCATS. The incumbent will collaborate with other Human Resources units, including Employee Relations, to address complex employee attendance and performance matters, and work closely with Payroll and PMIS staff to ensure accurate and timely processing of leave-related pay adjustments, salary deductions, employee status changes, and personnel actions.

The incumbent will utilize various State of New Jersey systems and applications, including eCATS, BenefitSolver, PMIS, and the OMB prepayment portal, to administer leave entitlements, monitor employee benefits during approved leaves of absence, maintain accurate personnel histories, and ensure continuity of benefit coverage during unpaid leave. The position requires coordinating multiple administrative processes, maintaining accurate records, providing guidance to employees and management, and assisting in the assignment and review of work performed by lower-level staff. Will perform other related duties as assigned.

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The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at https://www.nj.gov/treasury/pensions/. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience: Possession of a bachelor's degree from an accredited college or university; and three (3) years of the below-mentioned professional experience.

-OR-

Seven (7) years of professional experience in a personnel program of a public or private organization.

-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 two (2) years of the above-mentioned professional experience.

-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 analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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.

GENERAL INFORMATION

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

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 and must be included in your application submission by the closing date.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 December 3, 2026:

- 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 "2026–141-S – Personnel Assistant 2" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer