# NEW JERSEY DEPARTMENT OF THE TREASURY
# NOTICE OF VACANCY

| POSTING #: | ISSUE DATE: | CLOSING DATE: |
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| 2026 - 147 - S | November 24, 2026 | December 8, 2026 |

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| **TITLE:** Employee Relations Coordinator | **OPEN TO:** State Wide (all Departments/State Employees) |
| **DIVISION:** Administration – Human Resources | **TITLE CODE:** 65498 **RANGE:** V29 |
| **UNIT:** Employee Relations | **WORKWEEK:** NL (35 hours) |
| **LOCATION:** 50 West State Street, Trenton, NJ | **SALARY RANGE:** $95,955.40 - $141,386.20 |

## JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Office of Human Resources is seeking an Employee Relations Coordinator. Reporting to the Administrator of Employee Relations, this position serves as a lead worker and senior-level professional within the Employee Relations Unit, which supports approximately 4,000 employees across thirteen core Treasury divisions and numerous In-But-Not-Of (IBNO) agencies. The Employee Relations Coordinator plays a key role in providing employee relations services and guidance throughout the Department and will be responsible for duties in the following areas:

**Discipline Process:**

- Independently represents the various agencies within the department and in but not of agencies in the Labor Relations processes.
- Independently consults, counsels, and advises high level managers including Division Directors, and all levels of supervision in areas of discipline. Researches and analyzes cases and processes disciplines including the formalization of cases for disciplinary action.
- Independently establishes the settlement and/or appeal process with management and union representatives within established Civil Service Commission contract timeframes. Acts as the Management Representative for disciplinary matters.

**Grievance Process:**

- Independently represents the various agencies within the department and in but not of the department for grievances.
- Independently acts as the management representative at all levels of the grievance process including arbitrations and ensures that Civil Service Commission and union contract language and time frames are maintained.
- Independently facilitates the settlement and/or hearing process with management and union representative within established Civil Service Commission and union contract time frames. Schedules hearings within Civil Service Commission and union contract time frames.

**Union Contract/NJAC Administration, Civil Service Commission and Departmental Rules and Policies Interpretation:**

- Independently interprets current contract language and Civil Service Commission /Departmental rules. Provides information, clarification, interpretation, and advice to our clients which include Division Directors, high level managers and line supervisors, in a timely and professional manner (interacts and promotes harmonious and professional relationships with the Governor's Office of Employee Relations, Office of Attorney General, Civil Service Commission, divisional management and the statewide union locals and their officials).

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**JOB DESCRIPTION CONTIUNED**

**Management Presentation/ Department Representative:**

- Prepares agency presentations for departmental discipline and grievance hearings/meetings, including Office of Administrative Law, Arbitrations and hearings at the Public Employment Relations Commission and the Governor's Office of Employee Relations.
- Acts as the Department's liaison with outside agencies.
- Independently negotiates settlements with attorneys representing these unions at various levels of the disciplinary action process, grievance process, arbitration process, and for unfair labor practices.
- Keeps current and informed on developments in areas of labor law, human relations/resources, Civil Service Commission rules, procedures, policies, affirmative action/Equal Employment Opportunity, and the Americans with Disabilities and Act (ADA)and the State and Federal Family Leave Acts (FMLA/FLA).

**Investigations:**

- Responds immediately to managers' and supervisors' needs when workplace violence or EEO allegations are brought forward and advises on interim measures that should be taken while the investigations are pending.
- Determines when to involve State Police, Attorney General's office and/or Crisis Management Team.
- Receives the outcomes of the investigations and provides advice to management regarding possible disciplinary action.
- May conduct administrative investigations to gather facts and decide if further action is warranted.

**Training:**

- Conducts Employee Relations training to supervisors and management regarding disciplines, grievances, employee attendance, performance and conduct.

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.

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## POSITION REQUIREMENTS

**Education & Experience:** Applicants must meet one of the following or a combination of both experience and education. Thirty(30) semester hour credits are equal to one (1) year of relevant experience.

Ten (10) years of professional experience in labor relations work involving grievance procedures, processing unfair labor practices, arbitration and public employee contract negotiation, employer-employee contract or agreement interpretation and administration, two (2) years of which shall have been in conducting employee appeal and grievance hearings.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, two (2) years of which shall have been in conducting employee appeal and grievance hearings.

**-OR-**

Possession of a master's degree in Business Administration, Public Administration, Industrial or Labor Relations or other area related to position responsibilities from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in conducting employee appeal and grievance hearings.

**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.

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## 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.

## 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 8, 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 "2026–147–S Employee Relations Coordinator" 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***