



New Jersey Department of Environmental Protection
ANTICIPATED NOTICE OF VACANCY
(Filling of this position is contingent upon further approval process)
Posting Number: COS21-020

DIVISION/PROGRAM DEPARTMENT NJ STATE EMPLOYEES GENERAL PUBLIC

TITLE: Personnel Assistant 2

SALARY: (Y25) \$65,565.90 - \$93,195.36

OPENING DATE: March 18, 2021

CLOSING DATE: April 1, 2021

EXISTING VACANCIES: One (1)

WORKWEEK: 3E (35-Hour) Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Human Resources
Bureau of Human Resource Services
436 East State Street – 2nd Floor
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to permanent employees in a competitive title who meet the requirements below.

DESCRIPTION: Under direction of a Personnel Assistant 1 or other supervisory official in a state department, institution, or agency, 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.

SPECIFIC TO THE POSITION: The Employee Services Unit is responsible for the administration and processing of departmental programs and benefits to include the following: Worker's Compensation, Leaves of Absence, Voluntary Furlough, Alternate Workweek Program (AWP), Vision Care, Health & Dental, Prescription Drug, Pension, and Deferred Compensation. This position will support the daily operations of the unit by providing counseling and assistance to employees with regards to leaves of absences, voluntary furloughs, on-the-job injuries, health and dental benefits, pension, and counsel new hires on benefits. In addition, this position is responsible for the administration of COVID-19 leave in accordance with CSC guidelines.

PREFERRED SKILL SET: Knowledge and understanding of FMLA/FLA Law, FLI Law, Workers' Compensation Law, and various pension systems. Excellent communication, writing, and organizational skills.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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 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 indicated experience.

LICENSE: Appointees 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.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Denise Mudie
Division of Human Resources
Bureau of Human Resource Operations
PO Box 420; Mail Code 436-01
Trenton, NJ 08625-0420
E-mail Address: Denise.Mudie@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer