



**New Jersey Department of Environmental Protection**  
**NOTICE OF VACANCY – AMENDED\***  
**(Filling of this position is contingent upon further approval process)**  
**Posting Number: SRWMP21-05**

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DIVISION/PROGRAM     DEPARTMENT     NJ STATE EMPLOYEES\*     GENERAL PUBLIC

**TITLE:** Executive Assistant 3

**SALARY:** (Y29) \$78,796.60 - \$112,372.72

**OPENING DATE:** March 8, 2021

**CLOSING DATE:** March 23, 2021

**EXISTING VACANCIES:** One (1)

**WORKWEEK:** NL (35-Hour) Workweek

**PROGRAM/LOCATION:** DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Site Remediation and Waste Management Program  
Division of Solid & Hazardous Waste  
401 East State Street, 2<sup>nd</sup> Floor  
Trenton, NJ 08625

**SCOPE OF ELIGIBILITY:** Open to permanent employees in a competitive title who meet the requirements below. Applicants who filed for this posting during the initial posting period need not reapply.

**DESCRIPTION:** Under direction of a division director in a state department, or the head of an agency, institution, or college, acts as staff and personal representative responsible for assisting in the execution of the division, agency, institution, or college function through the implementation of policy and the development, management, and control of plans, programs, and operations, by employing accepted modern techniques of management; does related work as required.

**SPECIFIC TO THE POSITION:** Serves as the liaison for all Human Resources matters. Supports Division in all personnel matters. Prepares critical hire packages. Provides budget and spending plan support for the Division. Responsible for the coordination and oversight of the creation, development, and revisions of all Division web pages. Assists in the development and implementation of measures to ensure that directives of the Director are properly carried out by the appropriate organizational unit through tracking, reporting, etc.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university 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:** Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation. **NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis. A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of 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:**

Sarah Barrett  
Site Remediation and Waste Management Program  
Bureau of Human Resource Operations  
PO Box 420; Mail Code 401-06  
Trenton, NJ 08625-0420  
E-mail Address: [SRWMP.Resumes@dep.nj.gov](mailto:SRWMP.Resumes@dep.nj.gov)

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

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