



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

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|--|---|--------------------|----------------------------|----------------------|--------|
| JOB POSTING #: | 200-24 | ISSUE DATE: | 4/25/24 | CLOSING DATE: | 5/9/24 |
| TITLE: | PERSONNEL ASSISTANT 2 (1 FULL TIME POSITION) | | | | |
| LOCATION: | New Lisbon Developmental Center 104 Route 72 East New Lisbon, NJ 08064 | RANGE: | P25 | | |
| | | SALARY: | \$72,014.33 - \$102,361.07 | | |
| | | UNIT SCOPE: | K470 | | |
| OPEN TO: | Current NLDC employees in a competitive title, or CSC approved non-competitive title, who meet the stated requirements | | | | |
| DESCRIPTION | | | | | |
| DEFINITION: | <p>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.</p> <p>Work Unit: Human Resources- Leaves Unit</p> <p>Shift Hours: 7:30am – 3:00pm Regular Days Off (RDOs): Saturday/Sunday</p> | | | | |
| SPECIAL NOTE: | | | | | |
| REQUIREMENTS | | | | | |
| REQUIREMENTS: | <p>NOTE: 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.</p> <p>Seven (7) years of professional experience in the personnel program of a public or private organization. OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience. OR</p> <p>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.</p> <p>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.</p> | | | | |
| SPECIAL NOTE: | | | | | |
| 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. | | | | |
| IMPORTANT NOTICES | | | | | |
| NOTE FOR FOREIGN DEGREES: | Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. | | | | |
| RESIDENCY: | Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment. | | | | |
| DRUG SCREENING: | If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing. | | | | |
| NOTE: | <p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.</p> | | | | |
| FILING INSTRUCTIONS | | | | | |
| <p>Forward a cover letter and resume electronically to: nldc.resumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p> | | | | | |

New Jersey Department of Human Services is an Equal Opportunity Employer