PERSONNEL TRAINEE
NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

The Department of the Treasury's Office of Human Resources is responsible for providing Human Resources services and support to management in our Divisions and In but Not of Agencies (IBNO) and approximately 3600 employees. Highly motivated, customer service oriented individuals are being sought for vacancies in our Employee Representative, Leave Management, and Employment units. Responsibilities of an Employee Representative include providing accurate, timely, guidance and information to employees on employment related matters such as: appropriate forms to effect address/name changes, withholding changes, additions/deletions of dependents on Health Benefit/Dental coverage, etc.; conducting new hire sign up ensuring that new employees are provided with necessary information and documentation regarding their employment including state and departmental policies, leave entitlements, health, dental and prescription drug coverage, and pension enrollment; responding to employee inquiries and when necessary researching issues to ensure accurate information is provided. Leave Management Unit staff are responsible for providing employees with accurate and timely information regarding leave of absence options; ensuring absences are processed in accordance with established Federal and State family leave laws, NJAC Title 4A and departmental policies and procedures; processing HB/Dental pre-payments to maintain employee coverage and ensuring appropriate leave time is utilized based on the specifics of the leave of absence; ensuring requests for use of Jury Duty, Military Leave, Convention Leave, School Volunteer and absences of 5 or more sick days are processed in accordance with Departmental procedures. Employment Unit staff are responsible for the development, issuance and distribution of job vacancy postings; development and placement of employment advertisements; review of candidate submissions for eligibility; scheduling candidates for interviews; providing prospective employees with information regarding general conditions of employment and applicable merit system rules; making employment offers and preparing employment offer letters; the preparation of new hire sign-up packages; conducting new hire sign ups as needed; the review and verification of employment documentation and forms; conducting large scale employment recruitments; securing the services of Contract Labor Personnel; and requesting and disposition of Open Competitive Certifications. All staff will work closely with other HR units and staff, our Divisions/IBNO agencies and other state agencies.

SALARY: Starting salary is $45,731.91 with an increase to $47,810.88 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered as well.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree. Submissions MUST include a copy of the degree and/or transcripts (official/unofficial) documenting the possession of a degree. The desired candidate will possess excellent customer service skills and effective verbal and written communication skills.

NOTE FOR 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. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, proof of degree and application for employment via email only, by November 12, 2019 to the address noted below. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use “Personnel Trainee” in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: https://www.nj.gov/treasury/administration/pdf/hr-application.pdf.

New Jersey is an Equal Opportunity Employer