



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

### JOB VACANCY POSTING

**POSTING #:** 050-14 **ISSUE DATE:** April 22, 2014

**TITLE:** **EMPLOYEE RELATIONS OFFICER** **CLOSING DATE:** May 6, 2014

**LOCATION:** Department of Children and Families (DCF)  
Office of Employee Relations  
50 East State Street  
Trenton, NJ 08625

**POSITIONS:** 1 **RANGE:** Y26

**DISTRIBUTION:** STATE WIDE **SALARY:** \$58,750.83 - \$83,580.93

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under the direction of a Human Resource Manager or Personnel Assistant 1 in an institutional facility, or an Employee Relations Coordinator in an established regional/field office, mental health hospital or developmental center, oversees the employee relations' function for a state institution, or agency, or within a local government jurisdiction; does other related duties.

#### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of experience in employee relations work in a large public or private agency with emphasis on grievance handling, contract administration, and the administration and processing of employee disciplinary actions and appeals.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**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.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Linda M. Dobron, Director**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**