



# 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:

<b>JOB POSTING #:</b>	146-24	<b>ISSUE DATE:</b>	3/25/2024	<b>CLOSING DATE:</b>	4/8/2024
<b>TITLE:</b>	Employee Relations Coordinator				
<b>LOCATION:</b>	Green Brook Regional Center Human Resources Dept. 275 Greenbrook Road Green Brook, NJ 08812	<b>RANGE:</b>	V29		
		<b>SALARY:</b>	\$86,546.27 - \$123,424.67		
		<b>UNIT SCOPE:</b>	K452		
<b>OPEN TO:</b>	Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under administrative direction of an Employee Relations Administrator or a Human Resource Manager, plans, develops, organizes and supervises staff or programs designed to assist in carrying out the employee relations function for a state department, or in the Department of Human Services, in a mental health hospital or developmental center; does other related duties.				
<b>SPECIAL NOTE:</b>	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.  Incumbents may not perform other human resource functions, such as recruitment. When reporting a Human Resource Manager, incumbents may be appointed as the highest level employee relations professional at an agency in which the Human Resource Manager oversees both employee relations and human resources. In this scenario, only one appointment per agency is permitted.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	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.  Ten (10) years of administrative experience in labor relations work involving grievance procedures, processing unfair labor practices, arbitration and public employee contract negotiation, employer-employee contract or agreement interpretation and administration, two (2) years of which shall have been in conducting employee appeal and grievance hearings.  <b>OR</b>  Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, two (2) years of which shall have been in conducting employee appeal and grievance hearings.  <b>OR</b>  Possession of a master's degree in Business Administration, Public Administration, Industrial or Labor Relations or other area related to position responsibilities from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in conducting employee appeal and grievance hearings.				
<b>SPECIAL NOTE:</b>	"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.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	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.				
<b>NOTE:</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <b>SAME Applicants:</b> 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a> , or call 609-292-4144, option 3.				
<b>FILING INSTRUCTIONS</b>					

Forward a cover letter and resume electronically to: [DDD-GRC.Resume@dhs.nj.gov](mailto:DDD-GRC.Resume@dhs.nj.gov)

You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer