NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Personnel Assistant 3 (Y22)
or Personnel Assistant 4 (Y19)

LOCATION: Office of Human Resources
Trenton, New Jersey

ISSUE DATE: October 6, 2014
CLOSING DATE: October 20, 2014
SALARY RANGE: Y22-$48,970.62 - $69,393.33
Y19-$42,790.72 - $60,419.74
ANNOUNCEMENT NUMBER: 11-14
POSITION NUMBER: 008576

Only open to State of NJ employees serving in a permanent capacity and who meet the requirements listed below.

POSITION DESCRIPTION

This position will be filled at one of the levels indicated above based on the experience of the candidate.

Under the direction of a supervisory official in the Office of Human Resources, New Jersey Department of Agriculture, processes supplemental and regular payrolls, conduct payroll and leave audits, conducts research and analysis on payroll and leaves, processes all types of leaves of absences (FMLA/FLA/donated leave, etc.), prepayments, disability claims, health benefits administration, SOIL recoupments; charitable campaign, eCATS timekeeping, and mail distribution. Responsibilities also include preparing correspondence, memos and reports; providing technical assistance to employees, and consulting with other state departments to discuss human resources issues; does other related work.

REQUIREMENTS

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

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

EXPERIENCE: One to two years of technical experience in a personnel program of a public or private organization.

Candidates must possess knowledge of Civil Service rules and regulations and must be detailed oriented. Ideal candidates will have a thorough knowledge of the State and Federal Family and Medical Leave Acts, PMIS, MBOS, HIST, EPIC, Centralized Payroll Web, and eCATS. A candidate with working knowledge of business objects is a plus.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.

LICENSE: Appointee 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 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.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

APPLICANT INFORMATION

Employees must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. Applicants must submit a cover letter with announcement number, resume, completed State of NJ Application for Employment and college transcripts (if applicable) by the closing date to: Candice Camiso, Personnel Assistant 2, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625. The State of New Jersey Application for Employment is located at: http://www.state.nj.us/agriculture/pdf/employmentapp.pdf.

POSTING AUTHORIZED BY:

Linda A. Krajain
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer
Minorities and women are encouraged to apply.