NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

PERSONNEL ASSISTANT 2, 3 or 4, EMPLOYEE RELATIONS

SALARY RANGE: $42,790.72 - $79,773.39 (Y19 to Y25) **WORKWEEK: 35 hour workweek**

POSTING PERIOD FROM: August 4, 2017 **TO: August 25, 2017**

OPEN TO:
- ☐ **Unit Scope:** ☐ **Division Wide**
- ☐ **Department Wide (open to Treasury employees)**
- ☒ **State Wide (all Departments/State employees)**

DIVISION/LOCATION:
Division of Administration
Office of Human Resources
50 West State Street, 2nd Floor
Trenton, New Jersey 08625

JOB DESCRIPTION:

Consults, counsels, and advises managers and supervisors in areas of discipline; reviews management recommendations for discipline and formalizes cases for disciplinary action; acts as the management representative and establishes the settlement and/or appeal process with management and union representatives; reviews grievances for completeness and content and investigates grieved issues; acts as a management resource person at Step 1 grievance hearing, and management spokesperson at Step 2 grievance hearing; represents department at further appeals to Civil Service and/or contractual arbitration; prepares clear, factual management presentations for departmental disciplinary and grievance hearings/meetings, Office of Administrative Law Early Settlement conferences, contractual arbitration, and the Governor's Office of Employee Relations (GOER) disciplinary JUMP appeals; responds to allegations of workplace violence in accordance with the Department's Policy; conducts intake interview and investigates to conclusion; provides appropriate advice and counseling to managers and supervisors to ensure compliance with the Policy; assists Governor's Office of Employee Relations and Attorney General's office in the preparation, research and presentation of disciplinary appeals and departmental litigation; conducts training of departmental employees, particularly supervisors and managers as needed and when assigned; participates in development of additional training as needed; does other related duties as required.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the following:

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

Experience: A minimum of one year of experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.

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

NOTE: A Master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting may be substituted for one (1) year of the required experience.

If you qualify and are interested, please submit your resume, cover letter, **a writing sample** and an Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
Subject line: PERSONNEL ASSISTANT

To obtain an Application for Employment, go to: http://www.nj.gov/treasury/administration/pdf/hr-application.doc. Your application 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY: _____

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer