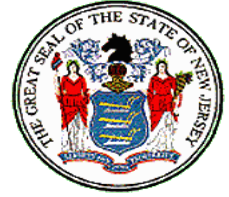




# BOARD OF PUBLIC UTILITIES NOTICE OF VACANCY



<b>POSTING: 17-2026</b>	<b>OPENING DATE: 4/22/2026</b>	<b>CLOSING DATE: 5/13/2026</b>
<b>TITLE: PERSONNEL ASSISTANT 3 OR PERSONNEL ASSISTANT 2</b>	<b>WORKWEEK: (35 HOUR) 35/3E</b>	<b>EXISTING VACANCIES: 1</b>
<b>SALARY: \$67,312.27 – \$98,503.27 (PA3) SALARY: \$77,143.55 – \$113,263.75 (PA2)</b>	<b>DIVISION/OFFICE: DIVISION OF ADMINISTRATION/OFFICE OF HUMAN RESOURCES</b>	

**OPEN TO: STATE EMPLOYEES**

### GENERAL DESCRIPTION

Under the supervision of the Human Resources Manager or the Director of Administration, performs moderately difficult personnel work pertinent to one or more major personnel program areas such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, and management assistance; does other related duties as required.

### WORK RESPONSIBILITIES

Maintain all employee files and records as required by the State of New Jersey Retention Schedule. Correspond with staff and representatives from other state agencies in a professional manner. Maintain confidentiality of all HR related matters. Assist with other HR related duties. Manages all aspects of the talent management process, including but not limited to managing job openings, meeting with hiring managers, screening employment applications, and assisting in interviewing. Supports the NJBPU diversity and inclusion objectives, activities, and initiatives. Attend training sessions and studies government personnel procedures and practices and the specific work processes and methods of the State department or agency concerned. Coordinates and/or conducts new hire orientation/onboarding for new employees, conducts stay and exit interviews. Provides first-level professional and technical HR information and guidance to managers and employees on personnel matters. Assists employees with issues involving leave, attendance, and return to work protocols; to include but not limited to, the Americans with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA), etc. Assist with the BPU intern program: receive and track resumes, assist with resume review, schedule interviews, onboarding and check-ins. Knowledge of Business Objects to prepare and review reports for tracking various types of employee data using systems. Audits and processes personnel transactions including promotions, transfers, separations, approved leaves, etc. Assists in the collection and preparation of statistical data for personnel and organizational management purposes. Responsible for compiling bi-weekly and monthly statistical reports. Interprets federal and state rules and regulations, policies, and procedures per Title 4A. Maintains all records and files.

### REQUIREMENTS

**PERSONNEL ASSISTANT 3:**

**NOTE:** 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.

Six (6) years of professional experience in a personnel program of a public or private organization.

**OR** Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**OR** Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and one (1) year of the above-mentioned professional experience.

**NOTE:** "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.

## PERSONNEL ASSISTANT 2:

**NOTE:** 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.

Seven (7) years of professional experience in a personnel program of a public or private organization.

**OR** Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**OR** Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**NOTE:** "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.

**RESUME NOTE:** *Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.*

**NOTE:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

## GENERAL INFORMATION

**BENEFITS:** The State of New Jersey offers a variety of employee benefits statewide, including:

- Health and Dental Benefit Plans
- Prescription Drug Plan
- Vision Care Reimbursement
- Deferred Compensation
- 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days
- 13 Paid Holidays
- Telework available for some positions\* (*Pursuant to the BPU's policy, procedures, and/or guidelines.*)
- Flexible and Health Savings Accounts
- Public Student Loan Forgiveness
- Paid Leave for Military Training

**HOURS OF WORK:** The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

**STATE AS A MODEL EMPLOYER (SAME) APPLICANTS** 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. [The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)

**TELEWORK:** This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

**WORK AUTHORIZATION:** In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

**RESIDENCY REQUIREMENTS:** The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following: *Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for the State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

**APPLICATION INSTRUCTIONS:** Submissions must be received in time to the email address listed below to be considered. **Failure to submit all required documents may result in an ineligibility determination.** Interviews will be granted based on the resume.

If you are qualified, please submit the documents listed below by 4:00 pm on the closing date of this vacancy:

- Cover letter/letter of interest indicating the posting number
- A current resume
- Proof of degree (a copy of your final official/unofficial transcripts and/or foreign degree evaluation)
- Writing Sample
- A complete [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#)

**All documents must be submitted via email at [humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov) (Subject line must include the specific job posting number).**

***The New Jersey Board of Public Utilities is an Equal Opportunity Employer.***