



BOARD OF PUBLIC UTILITIES NOTICE OF VACANCY



POSTING: 50-2026	OPENING DATE: AUGUST 14, 2026	CLOSING DATE: SEPTEMBER 4, 2026
TITLE: PERSONNEL TRAINEE	WORKWEEK: 35 HOURS (35)	EXISTING VACANCIES: 1
SALARY: \$55,690.52 - \$58,222.22	DIVISION/OFFICE: DIVISION OF ADMINISTRATION/OFFICE OF HUMAN RESOURCES	
OPEN TO THE PUBLIC		

GENERAL DESCRIPTION

Under the supervision of the Human Resources Manager or other supervisory position, 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

Learn and assist with the payroll process to include processing regular and supplemental payroll, vision reimbursement, recoupments, managing eCATS records, and entering leave authorizations with 100% accuracy. Answering employee inquiries regarding paychecks and direct deposit. Learn to enter PMIS transactions for all new hires and transfers, general updates and changes. Assist with new hire orientation: learn the BPU new hire orientation process, gather and prepare new hire documents for submission to centralized payroll, new hire systems/application set up, prepare correspondence for new staff as it relates to health benefits and pension enrollment. Assists with Pension and Benefits programs included but not limited to pension enrollment, BenefitSolver verifications, withdrawal applications, service time buyback inquiries/entries, final salary certifications for retirement. Assists with staffing agencies; learn the BPU process for hiring temporary staff, how to request and review resumes, scheduling interviews, and onboarding. Assist with the BPU intern program: receive and track resumes, assist with resume review, schedule interviews, onboarding and check-ins. Process various new forms or change requests for staff within 24 hours to Centralized Payroll or the Division of Pensions and Benefits which include but are not limited to: address change, name change, direct deposit, federal/state W-4's, credit union deductions. Learn to prepare and review reports for tracking various types of employee data using systems such as excel, business objects, HRIS. Assist with completing various types of employment verifications accurately and timely. Attend training sessions and studies government personnel procedures and practices and the specific work processes and methods of the State department or agency concerned. Learns to 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.

REQUIREMENTS

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.

Four (4) years of professional experience relevant to the position.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Personnel Assistant 4.

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 after 120 days of employment* (*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 Telework Program after 120 days of employment, 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. 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 (Subject line must include the specific job posting number).

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