Human Resources Specialist
New Jersey Office of the State Comptroller

Unclassified Administrative Analyst 1
Salary Range: P19- $60,876.32-$88,742.92
Eligible for remote work 2 days per week
Opening Date: November 16, 2026| Closing Date: December 18, 2026
Posting #37-26

About OSC:

The Office of the State Comptroller (OSC) is an independent state agency created to bring greater efficiency and transparency to all levels of New Jersey government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates, municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the integrity of New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

OSC Executive Staff seeks a skilled, motivated Human Resources Specialist to work with the Human Resources Manager in delivering the full range of Human Resources services to the office. The Specialist performs core Human Resources functions, including recruitment, employee relations, leave administration, performance management, and position classification, and handles sensitive and confidential matters with sound judgment and discretion.

Responsibilities:

- Manage the full recruitment cycle, including developing and posting job announcements, screening applicants, coordinating interviews, checking references, preparing offers, and processing subsequent paperwork.
- Administer leave programs, including leaves of absence, family and medical leave, and accommodations, consistent with applicable laws, Civil Service rules, and OSC policy.
- Advise managers and employees on employee relations matters, including conduct, performance, and workplace concerns, and assist in conducting reviews and investigations and recommend resolutions.
- Administer the Office's performance management process, including tracking evaluations, guiding supervisors, and supporting performance improvement plans.
- Prepare and review position classification requests and job specifications, including Position Classification Questionnaires (DPF-44).
- Coordinate onboarding and offboarding, including new-hire processing, orientation, benefits and payroll enrollment, and separation procedures.
- Assist with coordination of training and professional development programs, including scheduling and tracking of required training.
- Maintain Human Resources data in TEAMS, PMIS, and related systems, and produce reports, analysis, and metrics for the Human Resources Manager and Executive Team.
- Research Human Resources laws, regulations, and best practices, and help develop and update OSC

policies and procedures.
- Prepare detailed, confidential correspondence and documentation at the direction of the Human Resources Manager.
- Maintain confidential personnel records, files, and tracking databases.
- Serve as a point of contact for employees, management, and external agencies on Human Resources matters, providing professional customer service.
- Perform related Human Resources and administrative duties as assigned.

Requirements:

- Five (5) years of professional experience involving Human Resources or Labor Relations.
    - OR
- A Bachelor's degree from a four-year accredited college or university; and one (1) year of the above-mentioned professional experience.

The ideal candidate will have the following skills and experience:

- Experience in a business or government agency providing administrative support services and/or coordinating work activities.
- Experience with Human Resources matters, such as payroll, leave management, training, recruiting, employee relations, etc.
- Experience with TEAMS, PMIS, Excel, or Business Objects.
- Ability to maintain confidentiality due to the sensitive nature of the work and exercise excellent judgement.
- Ability to handle multiple tasks in an organized fashion.
- Excellent verbal and written communication skills.
- Highly adaptable, flexible, and able to collaborate with all levels of staff.
- Strong attention to detail.

Candidates should submit a cover letter, resume, and three references with whom you have worked directly to:

Office of the State Comptroller
P.O. Box 024 Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.

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. For more information on the SAME Program visit their website at https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.