

NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

TITLE: Manager 2, Human Resources	SALARY RANGE: \$106,547.31 - \$157,362.71	POSTING NO.: 03-26	ISSUE DATE: 01/2/2026 CLOSING DATE: 01/16/2026
LOCATION: Central Office Headquarters, Office of Human Resources, Region 6 Payroll/Benefits and Leaves/Discipline Unit – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING: <div><input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions</div> <div><input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions</div> <div><input type="checkbox"/> Interested individuals who meet the stated requirements</div>			
JOB DESCRIPTION Under general supervision, serves as the chief personnel officer for a state department or agency employing less than 700 employees; or under the direction of a Manager 3, Human Resources (who serves as chief personnel officer), directs a major sub-element of the human resources program; or in a state department or agency, where the chief personnel officer is classified as a Manager, 4 Human Resources, directs the staff, supervised by personnel professionals, of three (3) or more human resource programs such as recruitment, benefits, payroll, personnel transactions, personnel orientation, employee relations, employee counseling, etc.; or serves, as the chief of human resources in an institution or autonomous division employing more than 700 employees.			
REQUIREMENTS EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. NOTE: Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section. EXPERIENCE: Seven (7) years professional experience in the administration of a human resource management program. Three (3) years of the required experience shall have been a supervisory capacity. NOTE: The following experience, as a primary function, DOES NOT INCLUDE routine processing of personnel transactions, completion and checking of forms, filing or data entry. NOTE: Supervisory experience may include directing the staff of two or more programs in a human resources unit such as: position classification; compensation; staff and organizational development; regulation interpretation; personnel selection procedures; equal employment opportunity; workforce planning; and employee relations. NOTE: A Master's degree in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling may be substituted for one (1) year of nonsupervisory experience.			
BENEFIT(S)* <small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: <ul style="list-style-type: none">• Alternate Work Week available for some positions• Telework available for some positions• Deferred Compensation• Paid Time Off• 13 State Holidays• Health and Life Insurance• Pet Insurance available through certain plans• Flexible and Health Savings Accounts (FSA)/(HSA)• Tuition Reimbursement• Public Student Loan Forgiveness (PSLF)• Up to \$250 in rewards for exercising• Gym membership discounts• Diversity & Inclusion events• Workplace security, health and safety• Incarcerated Person empowerment and rehabilitation			
APPLICATION INSTRUCTIONS Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date. Emailed resumes are to be sent only to: Bonnie.Lutz@doc.nj.gov Forward Response To: Jennifer Caignon, Assistant Commissioner Office of Human Resources Central Office P.O. Box 863 Trenton, NJ 08625-0863			

DEDICATION

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HONOR

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INTEGRITY