

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

**NOTICE OF JOB VACANCY**

**CANDIDATES WHO PREVIOUSLY APPLIED TO POSTING #03-26**

**DO NOT NEED TO RE-APPLY**

<b>TITLE:</b> Manager 2, Human Resources	<b>SALARY RANGE:</b> \$106,547.31 - \$157,362.71	<b>POSTING NO.:</b> 24-26	<b>ISSUE DATE:</b> 02/3/2026
<b>LOCATION:</b> Central Office Headquarters, Office of Human Resources, Region 6 Payroll/Benefits and Leaves/Discipline Unit – Trenton, NJ		<b>CLASS OF SERVICE:</b> Competitive	

**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

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

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

Interested individuals who meet the stated requirements

**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**

Eleven (11) years of professional experience in a personnel or human resource management program, three (3) years of which shall have been in a supervisory capacity.

**OR**

Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

**OR**

Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

**BENEFIT(S)\***

\*Pursuant to the State/Department's policy, procedures and/or guidelines.

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:

- 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**