

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

NOTICE OF JOB VACANCY

TITLE: Manager 2, Human Resources; or Manager 1, Human Resources	SALARY RANGE: \$106,547.31 - \$157,362.71 \$97,099.98 - \$143,175.68	POSTING NO.: 385-25	ISSUE DATE: 10/31/2025 CLOSING DATE: 11/18/2025			
LOCATION: Central Office Headquarters, Office of Human Resources, Region 6, Position Classification Unit – Trenton, NJ		CLASS OF SERVICE: Competitive				
THIS POSTING IS ONLY OPEN TO THE FOLLOWING: <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;">☐ 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</td><td style="width: 33%; vertical-align: top;">☒ 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</td><td style="width: 33%; vertical-align: top;">☐ Interested individuals who meet the stated requirements</td></tr></table>				☐ 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
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JOB DESCRIPTION						
Manager 2 – 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. Manager 1 – Under supervision of a Manager 2, Human Resources in a state department or agency, where the chief personnel officer is classified as a Manager 2, Human Resources, directs a major sub-element of the human resource program; or under the direction of a Manager 3 or 4, Human Resources, directs the staff, supervised by personnel professionals, of two (2) 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 less than 700 employees.						
REQUIREMENTS						
Manager 2 – 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. Manager 1 – Ten (10) 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 six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity. <i>(Continued on next page)</i>						

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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 five (5) 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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