



Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Mary Cruz
Acting Chair/Chief Executive Officer

JOB OPPORTUNITY - Revised

Posting Issued: July 22, 2026

Closing Date: August 11, 2026

Title: Government Representative 1

Vacancies: 1

Location: Civil Service Commission
Office of the Chair/Chief Executive Officer
44 S. Clinton Avenue
Trenton, NJ 08625

Salary: \$135,000.00

Open to: Residents of New Jersey

DESCRIPTION OF POSITION:

This position is in the Office of the Chair/Chief Executive Officer, and the duties will include, but not be limited to:

- Continually reviewing the State and local classification plan to ensure job titles and descriptions remain current and reflective of constituent need and usage;
- Working with appointing authorities and collective bargaining partners to update job specifications and design clear career pathways for State and local government employees;
- Regularly reviewing and analyzing systemic issues related to long term provisional employees and proposing solutions;
- Evaluating policy and practices related to position classification to ensure they are meeting the needs of stakeholders and recommending changes as appropriate;
- Other related duties as required.

REQUIREMENTS:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree; and four years of experience in government Human Resources operations.

NOTE: Applicants who do not possess the required education may substitute experience for education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

BENEFITS: Being a State of New Jersey employee comes with a range of valuable benefits designed to support and enhance the well-being of employees and their families. These benefits often include:

Paid Benefit Leave	Alternative Workweek (available for some positions)
Pension/Retirement Plan	Telework (available for some positions)
Holiday Pay	Deferred Compensation
Tuition Reimbursement	Professional Development Training
State Employee Discount Program	
Health Benefits (Medical, Prescription Drug, Dental and Vision Care) and Life Insurance	

NOTE:

*SAME Applicants: If you are applying under the NJ “SAME” program, you must submit any of the supporting documentation specified in *N.J.S.A. 11A:7-13.3* (Schedule A or B letter) along with your resume by the closing date indicated above. If you have questions, please email hrsupport@csc.nj.gov

**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 QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:

Bev Hamilton, Manager 2, Human Resources, Civil Service Commission, P.O. Box 323,
Trenton, New Jersey 08625 or hrsupport@csc.nj.gov