



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

Posting Issued: August 3, 2026

Closing Date: August 21, 2026

Title: Human Resource Consultant Trainee

Vacancies: 1

Location: Civil Service Commission
Center for Learning & Improvement (CLIP)
44 S. Clinton Avenue
Trenton, NJ 08625

Salary: \$55,690.52-\$58,222.22

Open to: Residents of New Jersey

DESCRIPTION OF POSITION:

The New Jersey Civil Service Commission's Center for Learning and Improving Performance (CLIP) supports the training and development needs of state employees through training programs that are planned, designed, and implemented to best leverage state resources and maximize state and local employees' work-related skills.

The Center for Learning and Improving Performance (CLIP) Systems Team is seeking a dedicated helpdesk assistant to perform duties related to the maintenance and support of the New Jersey Learning Management System (NJLMS) Saba/Cornerstone platform. The ideal candidate will have a proven track record of assisting users with LMS functionality, troubleshooting issues, and providing timely solutions. This position requires frequent communication with agency liaisons/LMS administrators. It also requires exceptional interpersonal and critical thinking skills, with a focus on listening and questioning skills. The candidate must be proficient in Microsoft Office programs with advanced knowledge of MS Excel and be willing to learn and comprehensively understand and apply policies and rules regarding training. The ability to escalate issues as appropriate, and work in a dynamic and challenging environment is essential.

SPECIFIC TO THE POSITION:

- Assists with helpdesk support to the end users by resolving technical system problems – both by phone or email.
- Assists with creation of test scenarios, hypothesizes, and resolutions for test cases using our Sandbox (testing site).
- Assist the team in trouble-shooting portal/Login-related issues and LMS related issues.
- Assists with granting LMS access to statewide administrators and external entities – e.g. counties, and local municipalities.
- Assists with creation and revision of LMS instructions to share with statewide LMS administrators.
- Under close supervision, monitors statewide training assignments, e.g., monitor course creation, and prescriptive rule maintenance.

THE IDEAL CANDIDATE WILL ALSO BE ABLE TO:

- Work effectively in a fast-paced environment, recognize and react to changing business needs, and effectively prioritize tasks.
- Initiate tasks and be self-motivated and able to work both independently and in conjunction with team members and business units.
- Demonstrate enthusiasm and flexibility in working on a variety of projects as necessary, as well as the ability to rapidly acquire new LMS domain familiarity.
- Successfully meet deadlines and identify and resolve issues with minimal direction.
- Accurately analyze, document, and validate system issues.
- Effectively speak and write clearly and succinctly in a variety of communication settings and styles.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in human resource work involving one or more of the following areas: position classification, compensation, staff and organizational development, regulation interpretation, personnel selection procedures, equal employment opportunity, workforce planning, employment counseling, PMIS/CAMPS, or timekeeping systems.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and I performed with the authority to act and make accurate and informed decisions.

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