



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 297-21 **ISSUE DATE:** November 26, 2021
TITLE: **EMPLOYEE RELATIONS COORDINATOR** **CLOSING DATE:** December 10, 2021
LOCATION: Department of Children and Families (DCF)
Office of Employee Relations
50 East State Street
Trenton, NJ 08625
POSITIONS: 1 **RANGE:** V29
DISTRIBUTION: STATE WIDE **SALARY:** \$80,372.53 - \$114,620.23

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position will be responsible for the supervision of Employee Relations staff in the Central Region which includes Central Office, Mercer offices, Ocean/Monmouth office, and the Office of Education campuses located in these counties.

DEFINITION: Under administrative direction of an Employee Relations Administrator or a Human Resource Manager, plans, develops, organizes and supervises staff or programs designed to assist in carrying out the employee relations function for a state department, or in the Department of Human Services, in a mental health hospital or developmental center; does other related duties.

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 additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Six (6) years of experience in labor relations work involving grievance procedures, processing unfair labor practices, arbitration and public employee contract negotiation, employer-employee contract or agreement interpretation and administration, two (2) years of which shall have been in conducting employee appeal and grievance hearings.

NOTE: A Master's degree in Business Administration, Public Administration, Industrial or Labor Relations or other area related to position responsibilities may be substituted for one (1) year of the indicated experience.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume in **PDF format**, saving all PDFs by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.