



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
 ADMINISTRATION
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 Governor

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 Acting Commissioner

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 Lt. Governor

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ILA BHATNAGAR
 Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2026-BIA-042				
TITLE & TITLE CODE IF APPLICABLE	Title: Personnel Assistant 1 Title Code: 63255	OPENING DATE	April 27, 2026	CLOSING DATE	May 13, 2026
UNIT & LOCATION	Office of Human Resources Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	R28 \$88,529.64 - \$130,338.54		
		STARTING SALARY	TBD per NJAC per current salary step		
OPEN TO	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.				
TITLE DESCRIPTION	<p>Under the general direction of a higher level supervisory official in a state department, institution, or agency, supervises a major personnel program area such as personnel research, administrative services, employee counseling, personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, supervises the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer or equivalent, acts as an Assistant Personnel Officer; in a small institution, acts as a Personnel Officer; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.</p> <p>Duties will include but not limited to:</p> <p>eCATS-Leave processing/payroll processing</p> <p>PMIS-separations/leaves/payroll</p> <p>TREADHOC-payroll</p> <p>BenefitSolver-Health benefit verifications</p> <p>MBOS/EPIC-Pensions and benefits</p> <p>Payroll App-payroll and health benefit pre-payment processing</p> <p>Business Objects-reports</p> <p>Leave Unit</p> <ul style="list-style-type: none"> Review and maintain employee leave reports Monitor low leave balances and generate reports using Business Objects Prepare and issue "Three-Day Letters" for employees with low leave balances Track and document leave approvals on the Leave Report 				

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- Process and manage leave requests in eCATS, including
 - New leave entries
 - Updates and Correction
 - Return-from-leave processing
- Provide guidance and counseling to employees regarding:
 - FMLA and NJFLA eligibility and usage
 - Leave prorating
 - Time and leave balances
- Communicate with employees and supervisors by:
 - Drafting and sending leave-related correspondence
 - Providing direction on leave policies and procedures
- Coordinate ADA telework accommodation requests
 - Maintain records of approvals and supporting documentation
- Review and process health benefits changes in BenefitSolver
- Generate and analyze reports related to leave and attendance
- Currently training Personnel trainee on:
 - eCATS, reports
 - Leave policies and procedures
 - Daily workflow and prioritization

Payroll Unit

- Serve as liaison for Centralized Payroll for payroll related issues and discrepancies
- Process payroll transaction, including:
 - Regular/Supplemental Payroll
 - Recoupments for overdrawn leave balances
- Maintain and track records of outstanding debts and employee recoupments
- Prepare and submit employment verification letters
- Process health benefit pre-payments using the payroll application
- Manage employee separations by:
 - Sending emails
 - Following separations SOP
- Maintain and organize payroll related files on the shared drive
- Process and manage retirement related requests, including SCOR submissions
- Process vacation payout requests

Pensions and Benefits

- Review, verify, and complete certification of retirement applications
- Serve as Supervising Certifying Officer – work with DPB to resolve issues
- Provide guidance to employees regarding retirement eligibility, and benefits processes
- Maintain retirement files and documentation for audit purposes
- Post and maintain pension and benefits information on the HR intranet

Workers Compensation

	<ul style="list-style-type: none"> • Submit completed RM-2 forms to Risk Management for processing • Serve as liaison for Risk Management • Prepare and complete the annual OSHA report • Maintain OSHA logs and supporting documentation • Assist employees and supervisors with workers' compensation procedures and forms <p><u>EAS</u></p> <ul style="list-style-type: none"> • Serve as EAS Liaison • Work with OER for referrals
<p>EXPERIENCE REQUIREMENTS</p>	<p>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.</p> <p>Eight (8) years of professional experience in a personnel program of a public or private organization.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.</p>
<p>LICENSE REQUIREMENTS</p>	<p>A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF FILL IN DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED.</p> <p>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.</p>

<p>RESIDENCY REQUIREMENTS</p>	<p>The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>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 already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>
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**GENERAL
INFORMATION**

Medical Accommodation Requests: The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance.

Telework: This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

Benefits: For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.

Hours of Work: The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

State as a Model Employer ("SAME") Applicants: If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: [Civil Service Commission | Overview \(https://nj.gov/csc/same/overview/index.shtml\)](https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".

APPLICATION INSTRUCTIONS

Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at Recruitment_Hiring@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.