Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-054-22

Title: Personnel Assistant 4
Range/Title Code: Y19/63252
Salary: $53,050.20 - $74,905.98
Position Number: 044454
Issue Date: July 15, 2022

Closing Date: July 29, 2022
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Administrative Services, Office of Human Resources

Description:
Under close supervision of a manager in the Office of Human Resources, assists in the work of the overall personnel program by performing routine personnel work pertinent to one or more major personnel program areas; and performs other related work as required.

Note: Preference will be given to candidates who are knowledgeable in Family and Medical Leave Act (FMLA) and ADA processes; ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations. Must be able to prioritize workload and provide technical assistance to employees; experience in Business Objects is also preferred.

Requirements:
Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: One (1) year of technical experience in a personnel program of a public or private organization.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

Note: A Master's degree in Business Administration, Personnel Administration, Public Administration, Management, or other related field may be substituted for one (1) year of experience.

Open to the Following:
Employees serving in a permanent capacity in a competitive title for an aggregate of at least one (1) year who meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission’s website https://info.csc.state.nj.us/jobspec/63252.htm

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:
resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.