# State of New Jersey

## Department of Human Services

**Mikie Sherrill**
Governor

**Vacant**
Lt. Governor

**Stephen Cha, MD, MHSR**
Commissioner

**The New Jersey Department of Human Services invites you to apply for the following position:**

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| **JOB POSTING #:** | 417-26 | **ISSUE DATE:** | 10/30/2026 | **CLOSING DATE:** | 11/13/2026 |
| **TITLE:** | Personnel Assistant 3, Employee Relations | | | | |
| **LOCATION:** | Department of Human Services<br>Office of Employee Relations<br>222 South Warren Street<br>Trenton, NJ 08625 | **RANGE:** | Y22 | | |
| | | **SALARY:** | $69,668.20 - $101,950.90 | | |
| | | **UNIT SCOPE:** | K800 – Office of the Commissioner | | |
| | | **SERV. CLASS:** | Competitive | | |
| **OPEN TO:** | Current NJ State Employees with Underlying Permanent Status | | | | |

**DESCRIPTION**

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| **DEFINITION:** | Under the direction of a Human Resource Manager or other supervisory officer in a state department, agency, or institution, functions as the designee of the department head in the hearing of contractual and non-contractual grievances and in the review of the administration of the agreements and contracts for the state-wide negotiations units and the grievance processing. |

**REQUIREMENTS**

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| **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.<br><br>Six (6) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs in a large public or private organization.<br><br>**OR**<br><br>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.<br><br>**OR**<br><br>Possession of a master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting from an accredited college or university; and one (1) year of the above-mentioned professional experience. |
| **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. |

**IMPORTANT NOTICES**

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| **FOREIGN DEGREES:** | Degrees and/or transcripts issued by a college or university outside of the United States *must be evaluated* by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. |
| **RESIDENCY:** | In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.<br><br>Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for citizenship to the United States. |
| **DRUG SCREENING:** | If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing *will be at your expense*. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered. |
| **CIVIL SERVICE LISTS:** | Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A. |
| **TELEWORK:** | Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. |
| **EMPLOYEE BENEFITS:** | In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines. |

**FILING INSTRUCTIONS**

Forward a cover letter, resume, and transcript (if applicable) electronically to:
DHS-CO.Resumes@dhs.nj.gov

You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: ( 123-25, Smith )**

**New Jersey Department of Human Services is an Equal Opportunity Employer**