



# State of New Jersey

## Department of Human Services

**Mikie Sherrill**  
Governor  
**Dr. Dale G. Caldwell**  
Lt. Governor  
**Stephen Cha, MD**  
Commissioner

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

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                                                   |                      |           |
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| <b>JOB POSTING #:</b>    | 080-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>ISSUE DATE:</b> | 3/12/2026                                                         | <b>CLOSING DATE:</b> | 3/26/2026 |
| <b>TITLE:</b>            | Personnel Assistant 2 – Employee Relations or Personnel Assistant 3 - Employee Relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                                                                   |                      |           |
| <b>PERSO</b>             | Green Brook Regional Center<br>Human Resources Dept.<br>275 Greenbrook Road<br>Green Brook, NJ 08812                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>RANGE:</b>      | PA 2 Y25/PA 3 Y22                                                 |                      |           |
|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>SALARY:</b>     | PA 2 \$77,143.55 - \$113,263.75<br>PA 3 \$67,312.27 - \$98,503.27 |                      |           |
|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>UNIT SCOPE:</b> | K452                                                              |                      |           |
| <b>OPEN TO:</b>          | Current NJ State Employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                                                                   |                      |           |
| <b>DESCRIPTION</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                                                   |                      |           |
| <b>DEFINITION:</b>       | <p><b>PERSONNEL ASSISTANT 2, EMPLOYEE RELATIONS</b><br/>Under the general supervision of a Human Resource Manager, Personnel Assistant 1, Employee Relations Coordinator, or other supervisory official in a state department, institution, or agency, conducts contractual and noncontractual grievance hearings; reviews the administration of agreements and contracts for statewide negotiation units and grievance processing; prepares cases for disciplinary arbitration hearings; conducts audits and recommends corrective actions; may take the lead over lower-level Personnel Assistants; does other related duties as required.</p> <p><b>PERSONNEL ASSISTANT 3, EMPLOYEE RELATIONS</b><br/>Under the limited supervision of a Human Resource Manager, Personnel Assistant 1, Employee Relations Coordinator, or other supervisory official in a state department, institution, or agency, 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 agreements and contracts for statewide negotiations units and grievance processing; does other related duties as required.</p> |                    |                                                                   |                      |           |
| <b>SPECIAL NOTE:</b>     | <p>The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p> <p>Incumbents in this title may be assigned to a centralized facility to coordinate activities of a distinct unit in the employee relations program OR may be assigned to an Employee Relations Coordinator in a regional/field employee relations office serving more than one facility. Incumbents in this title may not perform other human resource functions such as recruitment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                                                                   |                      |           |
| <b>REQUIREMENTS</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                                                   |                      |           |
| <b>REQUIREMENTS:</b>     | <p><b>PERSONNEL ASSISTANT 2, EMPLOYEE RELATIONS</b></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>Seven (7) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p><b>OR</b></p> <p>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 two (2) years of the above-mentioned professional experience.</p>                                                                                                                                                                                                                                                                                                                                  |                    |                                                                   |                      |           |
|                          | <p><b>PERSONNEL ASSISTANT 3, EMPLOYEE RELATIONS</b></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>Six (6) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs in a large public or private organization.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p><b>OR</b></p> <p>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.</p>                                                                                                                                                                                                                                                                                             |                    |                                                                   |                      |           |
| <b>NOTE:</b>             | "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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                                                                   |                      |           |
| <b>LICENSE:</b>          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                                                                   |                      |           |
| <b>IMPORTANT NOTICES</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                                                                   |                      |           |

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| <b>FOREIGN DEGREES:</b>   | 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                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>RESIDENCY:</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DRUG SCREENING:</b>    | If you are a candidate for a position that involves direct client care with the Department of Human Services, 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 to proceed with the testing.                                                                                                                                                                |
| <b>NOTE:</b>              | * Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.<br>* <i>SAME Applicants</i> : If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.                                                                                                           |
| <b>EMPLOYEE BENEFITS:</b> | 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); 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 and resume electronically to: [DDD-GRC.Resume@dhs.nj.gov](mailto:DDD-GRC.Resume@dhs.nj.gov)

You must include the Job **Posting #**, and **Last Name** in the subject line of your email. Example: (123-22, Smith)

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