



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	656-23	ISSUE DATE:	11/27/2023	CLOSING DATE:	12/11/2023
TITLE:	Personnel Assistant 2 or Personnel Assistant 3				
LOCATION:	Division of Management and Budget Office of Human Resources at Quakerbridge Plaza 6 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	P 25 or P 22		
		SALARY:	\$72,014.33 - \$102,361.07 or \$62,836.72 - \$89,042.11		
		UNIT SCOPE:	K970		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	<p><u>Personnel Assistant 2</u> Under direction of a Personnel Assistant 1 or other supervisory official in a state department, institution, or agency, acts in the capacity of a principal assistant in the supervision of the overall, or a significant portion of the overall, personnel program area such as classification recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, management assistance, or employee relations; or performs personnel work of considerable technical difficulty in one or more of the above major personnel program areas; does other related work.</p> <p><u>Personnel Assistant 3</u> Under supervision of a supervisory official in a state department, institution, or agency, performs moderately difficult personnel work pertinent to one or more major personnel program areas such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, and management assistance; does other related work.</p>				
NOTE:					
REQUIREMENTS					
EDUCATION:	Graduation from an accredited college with a Bachelor's degree.				
EXPERIENCE:	<p><u>Personnel Assistant 2</u> Three (3) years of professional experience in a personnel program of a public or private organization.</p> <p><u>Personnel Assistant 3</u> Two (2) years of technical experience in a personnel program of a public or private organization.</p>				
NOTE:	<p><u>Personnel Assistant 2</u> Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.</p> <p>A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.</p> <p><u>Personnel Assistant 3</u> Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience.</p> <p>A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.</p>				
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					
NOTE FOR 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:	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.				
DRUG SCREENING:	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.				
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot "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.				

* *SAME Applicants*: 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: <https://nj.gov/csc/same/overview/index.shtml> , email: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.

FILING INSTRUCTIONS

Forward a cover letter and resume 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: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer