



VACANCY ANNOUNCEMENT



Posting #: 2024-005		Issue Date: 01/04/2024		Closing Date: 01/18/2024	
Title: Executive Assistant 2		Range/Title Code: P26/59916		Salary: \$75,386.19 - \$107,247.18	
Unit Scope: Statewide Career Service		Location: New Jersey Department of Labor, Office of the Chief of Staff - Trenton, New Jersey		Workweek: NL	# Vacancies: 1

Job Description

Under supervision of and in coordination with the Chief of Staff and Executive Assistant 4 in the Office of the Chief of Staff, performs duties of significant difficulty to facilitate and coordinate administrative support services. Acts as the principal assistant on administrative matters. Maintains liaison with other organizational units providing support services such as data processing, accounting, purchasing, printing, and personnel. Acts as liaison to staff and personal representative responsible for assisting in the execution of the department function through the implementation of policy and the development, management, and control of plans, programs, and operations by employing accepted modern techniques of management; does related work as required.

Examples include:

- Assisting in the development, review, interpretation, and control of objectives, policies, and procedures with the focus on improving service for efficiency and efficacy.
- Serves as primary manager of calendars, meetings, and other schedule items for the Chief of Staff.
- Keeps currently informed of new and revised personnel policy statements, regulations, directives, and other communications published by the department personnel office and develops plans and procedures for implementation of such communications.
- Coordinates office operations including clerical work, internal reporting systems, forms, travel needs, space, and office equipment, and suggests methods for office improvements.
- Plans, schedules, and/or attends meetings and conferences, and prepares reports thereon to represent the Office of the Chief of Staff.
- Reviews and/or prepares routine correspondence.
- Appraising the adequacy/efficiency of operating systems; assists subsidiary units in developing the organizational structure and methods of operation necessary for the performance of existing, new, or expanded functions.
- Analyzing operational problems brought to light through budget studies, requests, and hearings; compiles and interprets data, appraises agency situations, and develops courses of action for the more effective utilization of resources.
- Utilizing project management methodology to ensure that project target dates and/or deadlines are met; resolves problems which may arise.
- Developing and implementing measures to ensure directives of the Chief of Staff are properly carried out.
- Conferring with and advising the Commissioner, Deputy Commissioners, Chief of Staff, and Assistant Commissioners, or related staff, on matters relating to department operations.

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- Alternate Work Week*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework*
- 100% Tuition Reimbursement*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

*** This position is pending external approvals. ***

****Those who applied to POSTING #2023-386 do not need to apply again and will be taken into consideration. ****

Open to employees of the State of New Jersey who are currently permanent in a competitive title and meet the requirements below:

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

EXPERIENCE: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

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 Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

LICENSE: Appointee 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.

TO APPLY

If you qualify, **please submit a letter of interest and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit

LWDJobPostings@dol.nj.gov

Subject line must include the specific job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL’s Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I DO have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____

Applicant/Employee’s Signature _____ Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.