



Notice of Job Vacancy

Posting # 2022-017	Issue Date: 1/18/2022	Closing Date: TBD	
Title: Assistant Field Representative, Wage and Hour Compliance	Range/Title Code: A14/ 55981	Salary: \$41,698.65 - \$58,486.62	
Unit Scope: Statewide-Career Services	Location: Wage and Hour Division and Contract Compliance Trenton, New Jersey	Workweek: NE	# Vacancies: 1

Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide Benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), and employee training.

Under supervision of a District Supervisor, Wage and Hour Compliance or other supervisory official in the Department of Labor, assists in field work of the office by making routine investigations and preparing preliminary reports and other material in connection with the administration of the sections of the public statutes for which the office is responsible; does investigational and advisory work in connection with the administration of the Crew Leader Registration Act and various other federal/state statutes concerning seasonal agricultural worker safety; does other related duties as required.

Per Executive Order 253, all state employees are required to be vaccinated by October 18, 2021 or undergo frequent testing. Please do not submit your vaccine card at this time.

Civil Service Commission Requirements (Education/Experience/License)

If you have previously applied to posting #2021-243, you do not need to reapply

Open to current state employees who have one year of continuous service in any competitive title and who meet the Open Competitive Requirements listed below:

EDUCATION: Completion of sixty (60) semester hour credits at an accredited college or university. *Applicants must submit a copy of your final unofficial transcripts to verify the required credits earned. Failure to submit unofficial transcripts with your resume may result in your ineligibility.*

EXPERIENCE: One (1) year of experience in a large public or private organization in the investigation and inspection of violations of regulatory laws or regulations.

NOTE: Applicants who do not possess the required sixty (60) semester hour credits may substitute one (1) year of indicated experience for each thirty (30) semester hour credits they are lacking.

NOTE: Applicants who do not possess the required one (1) year of experience may substitute an additional thirty (30) semester hour credits.

SPECIAL NOTE: Individuals who possess experience in investigations/inspections in connection with the administration of the Crew Leader Registration Act and various other federal/state statutes concerning seasonal agricultural workers safety will be permitted to substitute such experience for the experience indicated above. Also, if necessary, additional experience of this nature may be substituted for the education requirement on a year-for-year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest, transcript, and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above, and must include the Posting number.

PLEASE SEND COVER LETTER, TRANSCRIPTS AND RESUME TO:

Human Capital Strategies, Recruitment
LWDJobPostings@dol.nj.gov

***Please put complete posting number in subject line.**

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.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that will 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-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.