



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 13-23

Posting Period: 02/02/2023 to 02/16/2023

Title: Employee Relations Officer

Salary: (Y26) \$72,836.90-\$103,620.41

Number of Vacancies: 1

Workweek: 35 Hours

Work Location: 100 Camp Dr.
Sea Girt, NJ 08750

Program: Employee Relations Office (ERO)

Scope of Eligibility: Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under the direction of a Human Resource Manager or Personnel Assistant 1 in an institutional facility, or an Employee Relations Coordinator in an established regional/field office, mental health hospital or developmental center, oversees the employee relations' function for a state institution, or agency, or within a local government jurisdiction; does other related duties.

Civil Service Commission Requirements

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

Experience: Four (4) years of experience in employee relations work in a large public or private agency with emphasis on grievance handling, contract administration, and the administration and processing of employee disciplinary actions and appeals.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans' Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.