



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

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JEMAL J. BEALE
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V9-19**

Open to: employees in the career service, who have permanent status, as a promotional or lateral opportunity.

OPENING DATE: 11 March 2019 **CLOSING DATE:** 1 April 2019
(To be considered, applications must be received or post-marked by the closing date)

TITLE: Personnel Assistant 2, Human Resources, Y25

LOCATION: Department of Military and Veterans Affairs
Human Resources Division

DESCRIPTION OF POSITION: Ensures that personnel actions and requests meet the appropriate standards of the NJ Civil Service Commission and Treasury/OMB as a surrogate for the Appointing Authority. Provides guidance and direction to professional staff as appropriate. Researches and investigates HR issues. Broad and substantial knowledge of title 4A. Based on operational needs of the work unit, performs broad variety of duties including but not limited to investigations, interviews, administering Performance Assessment Review Program. Handles more complex issues such as eligibility determinations, CSS, RAPS, PMIS, and making salary determinations. Writes procedural instructions regarding HR issues for personnel manuals, bulletins, and directives. Communicates effectively with other units of state service particularly Department of Treasury and NJ Civil Service Commission. Interacts with Dept of Labor in matters regarding workers comp, unemployment and disability claims. Must have a thorough knowledge of merit system rules, regulations, requirements of the treasury dept and those applicable federal regulations relating to employment practices. Ability to prepare detailed statistical reports on HR management issues particularly with an impact on budgetary issues.

QUALIFICATIONS:

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

EXPERIENCE: Three (3) years professional experience in a personnel program of a public or private organization.

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.

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

RESIDENCY LAW: 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.

APPLICATION PROCESS: Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically by the closing date to CareersCentral@dmava.nj.gov. If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

The 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.