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State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Acting Administrator

January 7, 2020
NOTICE OF JOB VACANCY
#20-03

This is a repost of vacancy announcement #19-199; previous applicants need not reapply.

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Manager 1, Human Resources

SALARY: \$82,527.28 to \$117,772.00

LOCATION: Juvenile Justice Commission
Office of Human Resources
1001 Spruce Street, Suite 202
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the supervision of the Manager 2, Human Resources, supervises the upper level staff of the Recruitment and Classification, Benefits & Compensation/Payroll, and Leaves & Workers Compensation Units; approves, evaluates and compiles personnel action materials, interprets applicable laws, policies, rules and regulations; plans and designs organizational structures; provides technical advice to peers, management, and others; confers with administrators at policy-making levels; mediates problems that cannot be solved through other channels; in absence of Manager 2, Human Resources, this position will be responsible for independently overseeing the Office of Human Resources; does other related duties as necessary.

REQUIREMENTS

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

EXPERIENCE:

NOTE: The following experience, as a primary function, DOES NOT INCLUDE the routine processing of personnel transactions, completion and checking of forms, filing or data entry.

Six (6) years of professional experience in the administration of a human resource management program. Three (3) years of the required experience shall have been in a supervisory capacity.

NOTE: Supervisory experience may include directing the staff of two or more programs in a human resources unit such as: position classification; compensation; staff and organizational development; regulation interpretation; personnel selection procedures; equal employment opportunity; workforce planning; and employee relations.

SUBSTITUTIONS:

A Master's degree in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling may be substituted for one (1) year of nonsupervisory experience.

Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #19-199 and a current resume on or before the closing date of January 22, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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.

