



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

May 6, 2022

### NOTICE OF JOB VACANCY #22-258

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements indicated below:

**TITLE:** Manager 1, Human Resources

**SALARY:** \$85,861.39 to \$122,529.91

**LOCATION:** Division of Administration  
Human Resource Management  
Richard J. Hughes Justice Complex  
3<sup>rd</sup> Floor, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision of a Manager 2 Human Resources or other supervisory official in the Division of Administration, Human Resource Management section, directs the staff, supervised by personnel professionals, of two (2) or more human resource programs such as recruitment, benefits, leaves, payroll, personnel transactions, personnel orientation, employee relations, employee counseling, etc.; performs other related duties as required.

#### **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.

**SPECIAL NOTE:** Current Department of Law and Public Safety employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

**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 announcement #22-258 and current resume on or before the closing date of May 20, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Division of Administration  
Human Resource Management  
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.

