



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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WILLIAM H. CRANFORD
Chief Administrative Officer

January 24, 2023 NOTICE OF JOB VACANCY #23-36

This is a repost of vacancy announcement #22-481; previous applicants need not reapply.

An opportunity currently exists 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: \$87,578.62 to \$124,980.46

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

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Manager 3, Human Resources, supervises the upper level staff, of Payroll/Benefits & Compensation, 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 administration at policy-making levels; mediates problems that cannot be solved through other channels. 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.

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.

LICENSE: Appointee 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 essential duties of the position.

PREFERENCE: Knowledge of the Electronic Cost Accounting and Timesheet System (eCats), TLRs and Business Objects is preferred.

This position may be eligible to telework for up to two (2) day a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC). Appointees will be required to be compliant with all Executive Orders.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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 #23-36, and a current resume on or before the closing date of February 7, 2023 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources- Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

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.

