



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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May 8, 2024
NOTICE OF JOB VACANCY
#24-194

Opportunities currently exist 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 2 Human Resources
SALARY: \$99,463.05 to \$142,156.08
LOCATION: [Division of Administration](#)
Human Resource Management
Richard J. Hughes Justice Complex
3rd Floor, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under general supervision, serves as the chief personnel officer for a state department or agency employing less than 700 employees; or under the direction of a Manager 3, Human Resources (who serves as chief personnel officer), directs a major sub-element of the human resources program; or in a state department or agency, where the chief personnel officer is classified as a Manager, 4 Human Resources, directs the staff, supervised by personnel professionals, of three (3) or more human resource programs such as recruitment, benefits, payroll, personnel transactions, personnel orientation, employee relations, employee counseling, etc.; or serves, as the chief of human resources in an institution or autonomous division employing more than 700 employees. Please see the Civil Service Commission (CSC) job specification for additional information at <https://info.csc.state.nj.us/jobspec/61618.htm>.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

NOTE: The following experience at all levels, as a primary function, does not include the processing of personnel transactions, completion and checking of forms, filing, or data entry.

Eleven (11) years of professional experience in a personnel or human resource management program, three (3) years of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

OR

Possession of a master's degree from an accredited college or university in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE: Appointees 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 the essential duties of the position.

SPECIAL NOTE: Current Division of Administration (P860) employees serving in an unclassified appointment will also be considered, if interested. Applicants in unclassified appointments within another Division of the Department, another State agency, or applicants from the general public cannot be considered.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see CSC foreign degree information). Failure to do so may result in disqualification of your education towards eligibility.

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

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-194, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **May 22, 2024**.

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.

