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DEPARTMENT OF LAW AND PUBLIC SAFETY  
Juvenile Justice Commission

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Executive Director

March 7, 2024  
**NOTICE OF JOB VACANCY**  
**JJC #036-24**

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:** Personnel Assistant 2, Employee Relations

**SALARY:** \$72,014.33 to \$102,361.07

**LOCATION:** Juvenile Justice Commission  
Office of Employee Relations  
1001 Spruce Street, Suite 202  
Trenton, NJ 08625

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

**DUTIES:** Under supervision of a supervisory official in the Juvenile Justice Commission, Office of Human Resources, conducts contractual and non-contractual grievance hearings and reviews the administration of the agreements and contracts for the state-wide negotiations units and the grievance processing, prepares cases for disciplinary arbitration hearings, and conduct audits and recommend corrective actions; does other related work. Please see the Civil Service Commission (CSC) job specification for additional information:  
[info.csc.state.nj.us/jobspec/63296.htm](http://info.csc.state.nj.us/jobspec/63296.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.

Seven (7) years of professional experience in the administration of negotiated contracts, grievance, and disciplinary processing programs.

**OR**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**OR**

Possession of a master's degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**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:** 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 the essential duties of the position.

**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.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

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 send a cover letter indicating interest in job vacancy announcement JJC #036-24, proof of degree (if applicable), and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **March 21, 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.

