



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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| POSTING #: 2024 - 159 - S | ISSUE DATE: November 13, 2024 | CLOSING DATE: December 11, 2024 |
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| TITLE: Personnel Assistant 3 | OPEN TO: State Wide (all Departments/State Employees) | |
| DIVISION: Administration – Human Resources | TITLE CODE: 63253 | RANGE: P22 |
| UNIT: Classification and Appointments Bureau | WORKWEEK: 35 Hours | |
| LOCATION: 50 West State Street, 2nd Floor, Trenton, NJ | SALARY RANGE: \$65,036.01 - \$92,158.59 | |

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Office of Human Resources seeks a Personnel Assistant 3. The Division of Administration, Office of Human Resources is responsible for providing Human Resources services and support to employees and management, which consists of an approximate 3300 employees across thirteen core Divisions and numerous In but Not of Agencies (IBNO). We offer a full range of personnel services including organizational planning, classification, compensation, recruitment, hiring, promotions, employee development, performance appraisal, training, payroll, timekeeping, leave administration, and employee/labor relations.

Within the Office of Human Resources, the Classification and Appointments Bureau is comprised of three units – Management Relations & Classification Unit, Promotions & Certifications Unit and PMIS Unit. The bureau provides a wide range of personnel services to the various Divisions and In But Not Agencies (IBNO) within the Department of the Treasury. The focus of the bureau is to ensure the personnel needs of the Divisions and Agencies are met and to ensure personnel actions are processed in compliance with NJAC Title 4A and departmental policies and procedures.

Under the direction of a manager or supervisor, the Personnel Assistant 3 will hold a dual role within the Management Relations & Classification and the PMIS Units and will function as the as the HR Systems Coordinator to support the needs of the various units within the Bureau as well as the Office of Human Resources. The appointee will independently perform the following: evaluates various Human Resources automated personnel systems making recommendations for additional automation, downloads or subsystems as indicated to improve efficiency; acts as Human Resources liaison to IT staff on system development, assisting in developing and defining Human Resources business needs; ensures quality assurance and data integrity in PMIS and all Treasury HR systems; develops and utilizes quality assurance methods(e.g., discrepancy reports, data proofing, etc.) to assure that system updates are entered accurately; works with the various units within the office to ensure HR systems are functioning properly and support the business needs of each unit; supports the PMIS Unit with the entry of personnel actions; provides professional and technical information and advice to division managers, supervisors, employees and other HR operating units concerning new hires, promotions, demotions, reassignments, reorganizations, classification appeal process, and various other HR matters; prepares initial vital documentation to process all personnel requests; prepares various forms for submission to the Civil Service Commission for review and approval; initiates the job vacancy posting process for the promotional process and for recruitment in accordance with pertinent union and Civil Service rules and regulations; assists in the Open Competitive and Promotional Announcement/Examination/Certification Process; and assist with the maintenance of position control. The incumbent of this position will work closely with other HR units and staff, Division/IBNO agency management and other state agencies. Will be assigned other related special projects

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience:

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.

Six (6) years of professional experience in a personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and one (1) year 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.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on December 11, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 159 - S Personnel Assistant 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer