



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

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| <b>POSTING #:</b><br>2026 - 041 - S | <b>ISSUE DATE:</b><br>April 6, 2026 | <b>CLOSING DATE:</b><br>May 5, 2026 |
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| <b>TITLE:</b> Manager 2 Human Resources                       | <b>OPEN TO:</b> State Wide (all Departments/State Employees) |
| <b>DIVISION:</b> Administration                               | <b>TITLE CODE:</b> 61618 <b>RANGE:</b> &32                   |
| <b>UNIT:</b> Human Resources                                  | <b>WORKWEEK:</b> NL (35 hours)                               |
| <b>LOCATION:</b> 50 West State Street, 2nd Floor, Trenton, NJ | <b>SALARY RANGE:</b> \$106,547.31 - \$157,362.71             |

### JOB DESCRIPTION

Under the direction of the Human Resources Officer and Assistant Director of HR Operations, manages the staff and activities of the Employment Services Bureau comprised of the Employment Unit and the Outreach & Engagement Unit. Responsible for the organization and prioritization of unit workloads as well as assignment of tasks; evaluation of staff performance, review of unit procedures and practices for efficiencies and development of recommendations and implementation of modifications as needed. The staff assigned to these units work closely with other HR staff requiring the Manager to have comprehensive knowledge of Human Resources processes, state and federal regulations and Civil Service Commission rules. Staff assigned to these units are responsible for providing guidance to agency management on the recruitment and hiring process; the certification and selection process for Open Competitive certifications; extending offers of employment; preparing new hire packages; developing and issuing vacancy postings; placing employment advertisements; securing Contract Labor Staff services; providing accurate and timely guidance and information to employees on employment related matters such as: appropriate forms to effect address/name changes, withholding changes, additions/deletions of dependents on Health Benefit/Dental coverage, etc.; conducting new hire sign-up ensuring that new employees are provided with necessary information and documentation regarding their employment including state and departmental policies, leave entitlements, health, dental and prescription drug coverage, and pension enrollment; and the maintenance of personnel and medical files, and managing the State ID issuance process. Performs other related duties.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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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.

Ten (10) 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 six (6) years of the below 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 five (5) 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.

### 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 made in accordance with Civil Service Commission rules and regulations.

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 May 5, 2026:**

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2026 - 041 - S - Manager 2 Human Resources" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*