NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 133 - S	October 23, 2026	November 23, 2026

TITLE: Manager 1 Human Resources	**OPEN TO:** State Wide (all Departments/State Employees)
DIVISION: Administration – Human Resources	**TITLE CODE:** 56863 **RANGE:** S30
UNIT: Promotions & Certifications, Outreach & Engagement, and PMIS	**WORKWEEK:** NL (35 hours)
LOCATION: 50 West State Street, 2nd Floor, Trenton, NJ	**SALARY RANGE:** $100,498.48 - $148,186.78

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Office of Human Resources is seeking a qualified and experienced Human Resources professional to serve as a Manager 1, Human Resources. The Office of Human Resources is responsible for providing Human Resources services and support to employees and management, which consists of approximately 4000+ employees across thirteen core Divisions and numerous In but Not of Agencies (IBNO). The Office offers 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.

Under the direction of the Human Resources Officer, the Manager 1, Human Resources will function as a second level supervisor tasked with overseeing the daily operations of the Promotions & Certifications, Outreach & Engagement, and PMIS Units. The successful candidate will provide leadership, establish priorities, monitor work performance, and guide staff in the interpretation and application of NJAC Title 4A, and ensure that all departmental policies and procedures are adhered to.

As Promotion & Certification Unit Manager, the successful candidate will be responsible for overseeing several hundred appointments per year through all phases of the Civil Service announcement, examination, and certification workflow. As PMIS unit manager, the successful candidate will oversee a high-volume system administration unit responsible for data entry, processing, and quality control of over 10,000 personnel transactions per year and provide guidance and direction to staff on system administration matters. As Outreach and Engagement Unit Manager, the successful candidate will oversee a frontline employee representative unit and will also be responsible promoting Treasury careers and internship opportunities at job fairs and other external events.

In this role, the appointee will interpret and apply government personnel practices and procedures and provide guidance and direction to staff in the course of their daily duties. The appointee will provide professional and technical information and advice to division managers, supervisors, employees, and other HR operating units concerning new hires, promotions, demotions, reassignments, reorganizations, the classification appeal process, personnel transactions, and various other HR matters; oversee the preparation of various forms for submission to the Civil Service Commission for review and approval; manage the Open Competitive and Promotional Announcement/Examination/Certification process; and manage the daily workload of the PMIS unit, ensuring that all transactions are processed in accordance with CSC rules and regulations. 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.

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.

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.

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.

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.

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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 November 23, 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
(Please list the "2026-133-S - Manager 1 Human Resources" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer