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Governor

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Lt. Governor

State of New Jersey
Office of the Public Defender
Human Resources
25 Market Street, 1st Floor
P.O. Box 850
Trenton, New Jersey 08625-0850

JOSEPH E. KRAKORA
Public Defender

March 31, 2021

Statewide Announcement

PROMOTIONAL OPPORTUNITY

ANNOUNCEMENT NUMBER: #2021-005

CLOSING DATE: April 14, 2021

OPEN TO: State employees with permanent status in a related title, and employees with permanent status in the competitive division who meet the requirements as listed in the current job specifications for the title below. **Note:** All promotional lists take precedence in filling vacancies. Also, this opportunity is subject to approval due to current promotional and hiring restrictions. Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

POSITION: Personnel Assistant 1 (Leaves Unit)

LOCATION: Office of the Public Defender - HUMAN RESOURCES
25 Market Street, 1st Floor-North Wing
Trenton, New Jersey 08608

SALARY: Y-28 (\$75,243.18 - \$ 107,223.96)

DEFINITION: Under general supervision of a supervisory official in a state department, institution, or agency. May supervise a major personnel program area such as personnel research, administrative services, employee counseling and personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, may supervise the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer 1 or its equivalent, acts as the Assistant Personnel Officer; or in a small institution, acts as the Personnel Officer; does other related work.

NOTE: This position will supervise the Leaves and Benefits Units. Special preference given to those permanent in a Personnel Assistant 2 title with experience in the following areas: Leaves Processing, Health Benefits, Temporary Disability, Worker's Compensation, and the prepayment process. Knowledge of Civil Service Commission rules/regulations and any knowledge of the following systems is helpful: Personnel Management Information System (PMIS), Risk Management Information System (RMIS), Employee Pension Information Connection (EPIC) and the Time and Leave Reporting System (TALRS).

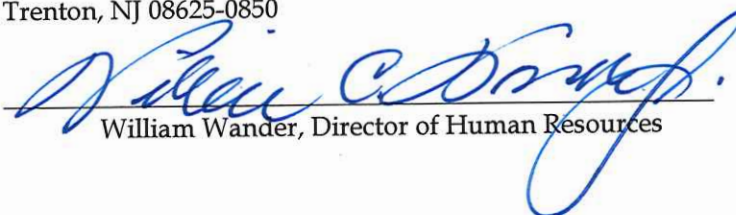
EDUCATION and EXPERIENCE: Graduation from an accredited college with a Bachelor's degree. Four (4) years of professional experience in a personnel program of a public or private agency. Applicants who not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience. Also, a Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of indicated experience.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

RESUME SUBMITTAL: Employees with permanent state service, possessing the requirements listed, should forward a current resume and cover letter via email to Human.Resources@opd.nj.gov (**Note:** Include the announcement number and title in the subject line) or by regular mail to:

William Wander, Director of Human Resources
Office of the Public Defender
P.O. Box 850
Trenton, NJ 08625-0850

JOB POSTING AUTHORIZED BY:


William Wander, Director of Human Resources