



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: May 13, 2022

Posting No.: 157-22

TITLE: Personnel Assistant 2, Employee Relations **SALARY:** \$68,214.76 - \$96,960.49

LOCATIONS: Central Office, Office of Employee Relations – Trenton, NJ

JOB DESCRIPTION: Under the direction of a Human Resource Manager or other supervisory officer in a state department, agency, or institution, 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.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor’s degree.

EXPERIENCE: Three (3) years of professional experience in the administration of negotiated contracts, grievance and disciplinary processing programs.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master’s degree in business administration, personnel administration, public administration, personnel, labor relations, economics, finance or accounting may be substituted for one (1) year of the indicated experience.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN MAY 27, 2022.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to: [**Civilian.Recruitment@doc.nj.gov**](mailto:Civilian.Recruitment@doc.nj.gov)