



**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: September 11, 2020

Posting No.: 143-20

| | | | |
|---------------|--|----------------|--|
| TITLE: | Manager 1, Human Resources; or Manager 2, Human Resources | SALARY: | \$82,527.28 - \$117,772.00 \$90,556.76 - \$129,427.04 |
|---------------|--|----------------|--|

LOCATION: East Jersey State Prison, Region 2 Personnel Services - Rahway NJ

JOB DESCRIPTION:

A position in this category typically functions as a manager of an organizational unit; approves, evaluates, and compiles personnel action material; interprets applicable laws, policies, rules, and regulations; plans and designs organizational structures; provides technical advice to peers, management, and others; confers with administrators at policy-making levels; mediates problems that cannot be solved through other channels.

Manager 1 - Under supervision of a Manager 2, Human Resources in a state department or agency, where the chief personnel officer is classified as a Manager 2, Human Resources, directs a major sub-element of the human resource program; or under the direction of a Manager 3 or 4, Human Resources, directs the staff, supervised by personnel professionals, of two (2) or more human resource programs such as recruitment, benefits, payroll, personnel transactions, personnel orientation, employee relations, employee counseling, etc.; or serves as the chief of human resources in an institution or autonomous division employing less than 700 employees.

Manager 2 - Under general supervision, serves as the chief personnel officer for a state department or agency employing less than 700 employees; or under the direction of a Manager 3, Human Resources (who serves as chief personnel officer), directs a major sub-element of the human resources program; or in a state department or agency, where the chief personnel officer is classified as a Manager, 4 Human Resources, directs the staff, supervised by personnel professionals, of three (3) or more human resource programs such as recruitment, benefits, payroll, personnel transactions, personnel orientation, employee relations, employee counseling, etc.; or serves, as the chief of human resources in an institution or autonomous division employing more than 700 employees.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

SUBSTITUTIONS: A Master's degree in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling may be substituted for one (1) year of nonsupervisory experience.

(Continued on next page)

(Continued from previous page)

Manager 1-

EXPERIENCE: Six (6) years professional experience in a personnel or human resource management program. Three (3) years of the required experience shall have been in a supervisory capacity.

NOTE: The following experience, as a primary function, DOES NOT INCLUDE routine processing of personnel transactions, completion and checking of forms, filing or data entry.

NOTE: Supervisory experience may include directing the staff of two or more programs in a human resources unit such as: position classification; compensation; staff and organizational development; regulation interpretation; personnel selection procedures; equal employment opportunity; workforce planning; and employee relations.

Manager 2-

EXPERIENCE: Seven (7) years professional experience in the administration of a human resource management program. Three (3) years of the required experience shall have been a supervisory capacity.

NOTE: The following experience, as a primary function, DOES NOT INCLUDE routine processing of personnel transactions, completion and checking of forms, filing or data entry.

NOTE: Supervisory experience may include directing the staff of two or more programs in a human resources unit such as: position classification; compensation; staff and organizational development; regulation interpretation; personnel selection procedures; equal employment opportunity; workforce planning; and employee relations.

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 SEPTEMBER 25, 2020.

Forward Response To:

Elizabeth Whitlock, Director
Office of Human Resources
New Jersey Department of Corrections
P.O. Box 863
Trenton, New Jersey 08625-0863

Emailed resumes are to be sent only to:

Bonnie.Lutz@doc.nj.gov