

POSTING NUMBER: UNASSIGNED

ISSUE DATE:

TITLE: Manager 3, Human Resources

CLOSING DATE:

DIVISION: Human Resources

LOCATION: 101 South Broad St.,
Trenton, NJ 08625

OFFICE / UNIT:

SALARY RANGE: M34 - Salary TBD and will be commensurate with experience.

NUMBER OF POSITIONS: 1

OPEN TO: All Departments/Agencies (State Employees with permanent status ONLY)

DESCRIPTION OF MAJOR DUTIES:

Serves as Appointing Authority and directs the human resources program for the Department of Community Affairs (DCA), which employs approximately 1100 employees; directs all major sub-elements and program areas within each sub-element of the human resources program including, but not limited to, the following: Personnel Services, Labor Relations, Payroll, Benefits and Leaves, and Training. Interprets applicable laws, policies, rules, and regulations for subordinates, DCA management and line supervisors. Provides technical advice, guidance and information to DCA management, line supervisors, and employees. Confers with administrators at policy making levels both in and out of the DCA. Determines HR organization goals and objectives; establishes policies and procedures. Plans, organizes and evaluates the work of the organization unit and assigns supervises, and evaluates the work of subordinates. Reviews, evaluates and approves all human resources related documents for submission to the Civil Service Commission, Governor's Office of Employee Relations, Department of Treasury and the Department of Law & Public Safety. Directs special projects as required.

REQUIREMENTS:

EDUCATION/EXPERIENCE: Eleven (11) years of professional experience in work involving the administration of personnel functions for a large public or private agency, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.

OR

Possession of a bachelor's degree from an accredited college or university; and seven (7) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.

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 six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity supervising second-line supervisors.

NOTE: Supervisory experience may include directing the staff of three 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, employee relations, etc.

Apply here: <https://serviceportal.dca.nj.gov/dca-services/internal-job-postings/view-job-posting/?id=0d100f00-91fe-ef11-9340-001dd803e32c>.