



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 055 - T	<b>ISSUE DATE:</b> March 11, 2024	<b>CLOSING DATE:</b> March 25, 2024
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<b>TITLE:</b> Personnel Trainee	<b>OPEN TO:</b> Department Wide (Treasury Employees)	
<b>DIVISION:</b> Administration	<b>TITLE CODE:</b> 63250	<b>RANGE:</b> P95
<b>UNIT:</b> Human Resources	<b>WORKWEEK:</b> 35 Hours	
<b>LOCATION:</b> 50 West State Street, 2 <sup>nd</sup> floor, Trenton NJ	<b>SALARY RANGE:</b> \$50,229.66 - \$52,513.10	

### JOB DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking Personnel Trainees in the Division of Administration, Office of Human Resources. The New Jersey Department of the Treasury's Office of Human Resources is responsible for providing Human Resources services and support to employees and management, which consists of an approximate 3300 employees across thirteen core Divisions and numerous In but Not of Agencies (IBNO). We offer 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 a supervisor in a State department or agency, as a trainee and productive worker, the Personnel Trainee will receive on the job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work. Examples of work for illustrative purposes only can be viewed on the Civil Service Commission Job Specification found at <https://info.csc.state.nj.us/jobspec/63250.htm>.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays. These positions may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process.

**Current Interns with a graduation date of May 2024 or August 2024 are encouraged to apply.**

**Current State employees who are earning above the salary range listed above may be eligible to maintain their current salary during the training period. More information will be provided during the interview process.**

### POSITION REQUIREMENTS

**Requirements:** 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.

Possession of a Bachelor's Degree from an accredited college or university.

**OR**

Four (4) years of professional experience relevant to the position.

**Note:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**Advancement:** Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title of Personnel Assistant 4. A Civil Service examination is not required for this advancement.



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### IMPORTANT NOTES

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.
- SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting by the closing date. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml> or email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov)
- Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.
- 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. The evaluation must be included with your initial application.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on March 25, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

**Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)**

**(Please list the "2024- 055-T Personnel Trainee" in the Subject Line)**

Submissions must be received timely to the email address listed above 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.

Authorized by: *Antoinette Sargent (nr)*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*