



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 056 - P	<b>ISSUE DATE:</b> April 21, 2025	<b>CLOSING DATE:</b> May 21, 2025
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<b>TITLE:</b> Employee Relations Coordinator, OER	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Governor's Office of Employee Relations	<b>TITLE CODE:</b> 61671 <b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 225 West State Street, 4th Floor, Trenton, NJ	<b>SALARY RANGE:</b> Commensurate with education & experience

### JOB DESCRIPTION

The New Jersey Governor's Office of Employee Relations seeks an experienced Employee Relations professional who will be responsible for assisting in the negotiation, interpretation and administration of various labor relations agreements for state employees; interfacing with labor unions regarding labor/management relations, agreements and interpretations; development of employee relations rules, regulations and policies for use in the Executive Branch; interpretation of the provisions of the New Jersey Administrative Code, New Jersey Employer-Employee Relations Act and Statewide policies; preparation of information for negotiations, hearings and conferences involving various parties; participate in litigation involving labor issues at the Public Employment Relations Commission and will serve as a member of negotiations teams representing the State and its collective bargaining positions. The desired candidate will possess a Juris Doctorate degree, experience in public sector labor law, an excellent oral and written communication skills.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the State's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Education:** Graduation from an accredited college or university with a Bachelor's degree in Labor Relations.

**Experience:** Three (3) years of experience involving legal or legislative research, drafting rules, regulations, legislation, amendments, the interpretation of statutes, labor contract negotiations or administration, and/or the field of employer/employee relations.

**Note:** A Bachelor's degree in Labor Relations is a minimum requirement.

**Note:** A Master's degree in Labor Relations may be substituted for one (1) year of the required experience.

**Note:** A Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B) degree may be substituted for the education and experience indicated above.

**License:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Job spec** For more information on this position, please review full job specification at [61671](#).



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## GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
- 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 and must be included in your application submission by the closing date.
- NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.
- NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

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

**If you are qualified, please submit the documents listed below by 5:00 p.m. on May 21, 2025:**

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

**Treasury Employment Recruiter**

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

(Please list the "2025-056-P Employee Relations Coordinator, OER" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

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