



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00151

TITLE: Personnel Trainee

ISSUE DATE: 5/26/2023

TITLE CODE: 63250

CLOSING DATE: 6/16/2023

DIVISION: Human Resources

LOCATION: Ewing

UNIT: Office of Employee Compliance and Affairs

RANGE: P95

SALARY: \$48,531.07-\$50,737.29

POSITION: 1

WORK WEEK: 35 hours

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Personnel Trainee** within the Division of Human Resources, Office of Employee Compliance and Affairs . Personnel Trainees are assigned a 35 - hour work week. Current starting salary is \$48,531.07 and after six months is \$50,737.29. As a NJ State Department, NJDOT offers career advancement opportunities and a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days). Standard workweek is Monday through Friday.

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey.

New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

The Division of Human Resources strives to deliver quality service to our customers in a positive, professional, courteous and prompt manner within established guidelines. The Division is tasked with providing service to employees and management in areas related to classification and compensation, training and career development, recruitment and appointments, examinations and certifications, benefits and pension, medical and drug testing, leave management and worker's compensation, and grievances and disciplinary matters. This position will be assigned to the Office of Employee Compliance and Affairs.

The Office of Employee Compliance and Affairs within Human Resources is comprised of four units: the Bureau of Employee Relations, the Hearings Unit, the Medical and Drug/Alcohol Testing Unit and the Records Unit. The Employee Relations Unit is responsible for providing guidance to management and employees regarding disciplinary matters, grievance procedures, contract administration and enforcement, and union releases. The Hearings Unit is responsible for the administration of both disciplinary and grievance hearings. The Medical and Drug/Alcohol Testing Unit is responsible for the administration of the Department's Drug/Alcohol Program in accordance with Federal regulations as well as coordination of appointments with medical providers and the Employee Advisory Service, as required by the Department or upon employee/management request. The Records Unit is responsible for the maintenance of confidential medical and personnel files and records pursuant to OPRA, subpoenas, separations, and the record retention schedule.

POSITION DESCRIPTION

Under the direction of a Manager 1 or other supervisory officer in the Department of Transportation, the successful candidate for this position will be provided on - the - job training regarding Departmental policy, procedure and regulations and their application, as well as how to interpret and apply contractual time frames regarding hearings, discovery, and regulations contained within the NJ Administrative Code and Union Agreements. This position will be responsible for analyzing data and facts in accordance with Title 4A and preparing case analyses in accordance with NJDOT policy and affiliated Union Agreements. The position will also be responsible for tracking and monitoring the progression of disciplinary and grievance matters, scheduling hearings, preparing correspondence, notices, memos and form letters related to discipline for the union and management, organizing and maintaining files and an outlook calendar, maintaining confidentiality, and will provide guidance and other related information to employees, management and union representatives.

In this capacity, the individual will be responsible for the use of an electronic database, spreadsheets and Business Objects and will produce detailed and comprehensive reports. This is a fast - paced, high volume area that has constant, direct contact with individuals via telephone and/or appointments, both virtually and in - person. Candidates must be highly organized, able to adapt quickly to changing circumstances, possess strong writing skills, and to prioritize, multi - task, and contend with emotionally sensitive and confidential subject matter.

REQUIREMENTS

Graduation from an accredited college or University with a Bachelor's degree.
Preferred degrees in Employee/Labor Relations and/or HR Management.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/63250.htm>

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- * NJ State Application for Employment (Application and instructions can be found at link above)
- * Letter of interest
- * Current resume
- * Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your UNDERGRADUATE degree.

Foreign Degree Evaluation: If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691 - 0404.

New Jersey Is An Equal Opportunity Employer