



# VACANCY ANNOUNCEMENT

<b>Posting #: 2024-364</b>		<b>Issue Date: 10/09/2024</b>		<b>Closing Date: 10/23/2024</b>	
<b>Title:</b> Employment Counselor Trainee (Non-Competitive)		<b>Range/Title Code:</b> P95/64760		<b>Salary:</b> \$51,987.70 – \$54,351.06	
<b>Unit Scope:</b> Statewide Public/Private		<b>Location:</b> Workforce Development, Phillipsburg, Trenton (2), New Brunswick (2), Randolph One-Stop Career Centers (N866)		<b>Workweek:</b> 35	<b># Vacancies:</b> 6

### Job Description

Under the close supervision of an Employment Supervisor or manager in the Department of Labor and Workforce Development, as trainee and productive worker, learns to provide career counseling and related employment-directed services to job seekers; learns to provide assistance in resolving problems related to occupational choice, change, or adjustment; learns to provide assistance in researching and preparing for job opportunities, and/or provides basic or occupational skills training to achieve an industry valued credential and career path; does other related duties as required.

### Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- Alternate Work Week\*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework\*
- 100% Tuition Reimbursement\*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

*\*Pursuant to the Department's policy, procedures and/or guidelines.*

### Civil Service Commission Requirements (Education/Experience/Licenses)

#### REQUIREMENTS:

**NOTE:** 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.

Four (4) years of professional experience in career guidance or employment counseling, including or supplemented by six (6) semester hour credits in Non-introductory Sociology or Psychology or other field of study directly related to vocational counseling or workforce and career development, and three (3) semester hour credits in the Behavioral Sciences, Statistics, or Non- Introductory Labor Market Information courses.

OR

Possession of a bachelor's degree from an accredited college or university, including or supplemented by six (6) semester hour credits in Non-introductory Sociology or Psychology or other field of study directly related to vocational counseling or workforce and career development, and three (3) semester hour credits in the Behavioral Sciences, Statistics, or Non- Introductory Labor Market Information courses. *Applicants must submit a copy of your final unofficial transcripts, which indicates the date your degree was conferred, and the type of degree awarded. Failure to submit final unofficial transcripts with your resume may result in your ineligibility.*

**NOTE:** Courses in Public Safety, Criminal Justice, Public Safety Administration or Philosophy will not be accepted toward meeting the special credits requirements in the Behavioral Sciences.

**SPECIAL TRAINING:** An additional six (6) additional semester hour credits in the Behavioral Sciences, Statistics or Non-introductory Labor Market Information courses are required for advancement to the primary title, Employment Counselor. Appointees who do not meet this requirement must earn these additional credits during the Trainee period.

**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.

**RESUME NOTE:** Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees 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.

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the 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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**ADVANCEMENT:** Appointees who successfully complete the required twelve (12) month training period and who obtain the necessary credits to constitute a total of fifteen (15) semester hour credits in the behavioral sciences will be eligible for advancement to the title of **Employment Counselor**, under Civil Service Commission procedures.

The inability of an employee to obtain the required fifteen (15) semester hour credits and/or to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

#### **TO APPLY**

If you qualify, **please submit a letter of interest, transcripts (if applicable), and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,  
Division of Human Capital Strategies.**

**EMAIL:**  
Human Capital Strategies  
Recruitment Unit  
[LWDJobPostings@dol.nj.gov](mailto:LWDJobPostings@dol.nj.gov)

**Subject line must include the specific job posting number.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- 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. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

***The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.***

**New Jersey Department of Labor and Workforce Development  
County Preference Form**

**Name:** \_\_\_\_\_

**Posting Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Please check the county (or counties) of preference for the above position and return this form with your cover letter and resume. **Please only check those counties where you will accept employment, if offered. A failure to accept employment when offered in a county you indicated, will remove you from consideration for all counties. (There is no guarantee that you will be employed in that County if selected for the position.)**

- |                                     |                                     |                                   |
|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Atlantic   | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Ocean    |
| <input type="checkbox"/> Bergen     | <input type="checkbox"/> Hudson     | <input type="checkbox"/> Passaic  |
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Hunterdon  | <input type="checkbox"/> Salem    |
| <input type="checkbox"/> Camden     | <input type="checkbox"/> Mercer     | <input type="checkbox"/> Somerset |
| <input type="checkbox"/> Cape May   | <input type="checkbox"/> Middlesex  | <input type="checkbox"/> Sussex   |
| <input type="checkbox"/> Cumberland | <input type="checkbox"/> Monmouth   | <input type="checkbox"/> Union    |
| <input type="checkbox"/> Essex      | <input type="checkbox"/> Morris     | <input type="checkbox"/> Warren   |

Failure to return the completed County Preference Form with your cover letter and resume may result in your inability to be considered for the County of your choice.

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

**Relative** means an individual’s spouse/domestic partner/civil union partner<sup>1</sup> or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

**Consensual personal relationship** means marriage, engagement, dating or other ongoing romantic or sexual relationships.

**Cohabitant** means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL’s Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

**Do you need more space for disclosure?**  Yes  No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) \_\_\_\_\_

Applicant/Employee’s Signature \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.