

To enrich education through diversity, TCNJ is an Equal Opportunity Employer. TCNJ has a strong commitment to inclusive excellence and is working to promote diversity, equity, inclusion, and racial justice among our faculty, staff, and students. We strongly encourage a host of diverse, intersectional populations and cultures to apply including, but not limited to, identities based on race, gender identity, gender expression, sexual orientation, disability, national origin, and veteran status.

Job Title: Human Resources Business Partner

NJ CSC Job Spec Code & Title: 81264 - Professional Services Specialist 2, Administrative Services

Job Category: Classified, Non-Competitive, Exempt, NL Workweek

Union Description: Communications Workers of America (CWA) aligned, Confidential

Class Code: 24

Post Date: 10/11/24

Close Date: 10/30/24

Internal Salary Range: P241\$71,214.38- \$101,098.38

External Salary Range: P24/\$62,164.35 - \$81,175.72(Steps 1-4)

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

Position Summary:

Under the general direction of the Director of Classification and Compensation, the Human Resources Business Partner performs a range of professional human resources functions in the areas of recruitment, classification, and compensation. The Human Resources Business Partner is the primary resource for all Civil Service Commission operations for TCNJ, including administering, interpreting, and ensuring compliance with Title 4A, union regulations, and the classification compendium. They are the primary resource for all classified recruitments and will provide consultative services to hiring managers and staff throughout the recruitment process, including for open competitive and promotional announcements issued by the Civil Service Commission.

Prior Knowledge of state and federal employment and labor laws, including NJ Civil Service Commission guidelines and Title 4A of the New Jersey Administrative Code is strongly preferred.

Main Responsibilities:

- Serves as primary point of contact for Civil Service Commission; ensures Title 4A guidelines are followed for recruitment, classification and compensation related matters; oversees all PMIS entries.
- Reviews RAPS eligibility lists pertaining to vacant positions and inventory of actions; requests authorization numbers and calls for certifications; dispositions and disposes of certifications timely in RAPS.
- Interprets Civil Service Commission, Title 4A, union, federal, and state regulations to management and staff, provides guidance and ensures compliance.
- Communicates working test period requirements to managers/supervisors; reviews employees on working test period reports/tracker bi-weekly, ensures compliance and that documentation is received from managers in a timely manner; liaises with Civil Service Commission for failed working test periods and extension requests.
- Provides consultative services to the hiring managers throughout the recruitment process, including but not limited to: job postings & advertisements, screening applicants, checking references, and developing interview questions.
- Ensures employee eligibility for anniversary step increases in accordance with union contract salary guidelines and the compensation compendium. Administers the anniversary date increase process in Oracle Cloud; collaborates with Benefits and Payroll to ensure timely processing of salary changes; communicates anniversary date increase notifications to affected employees biweekly.
- Reviews salary change reports to ensure anniversary dates are in compliance with promotional rule calculations in accordance with union regulations.
- Reviews the Board of Trustees approved list of faculty promotions, range adjustments, and sabbaticals; conducts education and experience verifications for promotions and conducts salary mapping.
- Oversees staff reappointment process per union regulations. Communicates with Employee & Labor Relations Manager on recommendations for reappointments.

- Oversees reclassification requests; conducts classification and compensation analysis; makes recommendations for reclassifications to management; processes actions accordingly.
- Assists with position management and control, including creating and updating position numbers and job codes and maintaining a log.
- Conducts internal research, compiles, analyzes, and prepares data for market studies/surveys as needed (CUPA, NJASCU, etc.).
- Leads monthly new hire orientation, including maintaining the materials presented on behalf of Human Resources; tracks feedback provided from attendees; evaluates effectiveness, makes recommendations for improvement to management and implements changes.
- Collaborates with the Talent Acquisition Manager on developing and presenting training materials and procedures.
- Maintains content on the employee Onboarding Center and the TCNJ website, including updating HR forms and self-service user guides. Develops content and designs the HR newsletter.
- Provides cross-training to HR team members as needed.
- Monitors the HR Portal and timely responds to inquiries for classification and compensation related questions.
- Performs other duties as assigned to ensure the successful function of the Office Human Resources and compliance with Federal and State laws, Civil Service regulations, TCNJ policies and procedures, including customer window assistance, answering telephone and e-mail inquiries, completes special projects, and other general duties as assigned.

Required Qualifications:

Education: Graduation from an accredited college or university with a bachelor's degree.

Experience: Minimum of 3 years of professional experience in one or more of the following areas: recruitment administration, classification, and compensation.

Substitution: Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one year of such experience being equal to 30 semester hour credits. An associate's degree and two years of additional professional experience may be substituted for a bachelor's degree.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Experience with recruitment administration, classification and compensation and state systems, including PMIS and RAPS is strongly preferred. Experience with handling highly sensitive and confidential information.
- Demonstrated experience with Microsoft Word, Google Suite, Excel, and PowerPoint. Strong technology skills are preferred, including prior experience with HRIS.
- Demonstrated commitment to customer service excellence, innovation and continuous improvement. Ability to effectively communicate clearly with the campus community.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ:

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools

in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions:

Qualified candidates should apply online at: careers.tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants:

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. 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.