



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Personnel Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$48,531.07 - \$50,737.29</b>
Posting Number <b>143-23</b>	Position Number <b>TBD</b>	Number of Positions <b>TBD</b>	Posting Period * From: <b>02/13/2023</b> To: <b>02/27/2023</b>
Location: <b>Ancora Psychiatric Hospital 301 Spring Garden Road Ancora NJ 08037</b>			Scope of Eligibility/Open to: <b>Ancora Psychiatric Hospital Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives 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. The trainee may perform payroll audits, certify payrolls, process pension memberships, process employee separations, prepare and run reports in Business Objects, assist in New Hire Orientations, train in the process of Certifications, recruitment, vacancy announcements, reinstatements, payroll changes, conversions, process leaves and worker's compensation and learn how to interpret rules, regulations and hospital policy.</p> <p><b>ADVANCEMENT:</b> Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Personnel Assistant 4, Personnel Assistant 4 Employee Relations, and Human Resource Consultant 1.</p> <p>The inability of an employee in this title to attain a level of performance warranting advancement to a title listed above shall be considered cause for separation.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> 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 essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PST.APH@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Nancy Bill, Manager 2, Human Resources Ancora Psychiatric Hospital Reference Posting #143-23 New Jersey Department of Health 301 Spring Garden Road Hammonton, NJ 08037</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all 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.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*