



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR24-0143

**ISSUE DATE:** 7/30/2024

**TITLE:** Personnel Trainee

**CLOSING DATE:** 8/13/2024

**DIVISION / OFFICE / UNIT:** Human Resources

**LOCATION:** 101 S. Broad St.  
Trenton, NJ

**SALARY RANGE:** P95 - \$51,987.70

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

---

**DESCRIPTION OF MAJOR DUTIES:**

As a trainee and productive worker, receives on-the-job training; performs work related to, but not limited to the following: assist with the review of DPF-44S' and title determinations; assist with position reclassifications, track position work; review and perform first level approval of Notice of Vacancy postings; assist with the monitoring of the resume email box; coordinate internships via the Governor's Internship Program and collaborate with Governor's Office staff; track and monitor personnel actions; does other related duties as required.

---

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE:** 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 relevant to the position.

NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

OR

Possession of a bachelor's degree from an accredited college or university.

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.

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. 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.

**SPECIAL TRAINING:** .

**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.

**ADDITIONAL NOTES:** The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to:

<https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resumel@dca.nj.gov](mailto:resumel@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resumel@dca.nj.gov](mailto:resumel@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

---

**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0143  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*