



Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Allison Chris Myers
Chair/Chief Executive Officer

JOB OPPORTUNITY

Posting Issued: April 17, 2024

Closing Date: May 17, 2024

Title: Human Resources Consultant 5

Vacancies: One (1)

Location: Civil Service Commission
Agency Services-PMIS Unit
44 S. Clinton Avenue
Trenton, NJ 08625

Salary: \$86,546.27 - 123,424.67

Open to: Residents of New Jersey

DESCRIPTION OF POSITION:

Analyzing, assigning, and auditing Personnel Management Information System (PMIS) transactions; creating and maintaining procedures for PMIS staff and appointing authorities in accordance with regulations, policies, and procedures; updating and maintaining PMIS processing mass changes, and working with ITS staff and OIT staff to coordinate solutions for system issues; providing consultative services as the technical expert on PMIS processing to human resources representatives from state departments, divisions within the Civil Service Commission, and outside stakeholders such as state employees, attorneys, general public, etc.; providing expert guidance and training on salary calculations, working test period, leaves of absence, seniority, and PMIS processing; monitoring and evaluating the work of assigned staff to ensure the team functions in a professional and cohesive manner; preparing reports and correspondence.

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.

Eight (8) years of professional experience in human resource work involving one or more of the following areas: position classification, compensation, staff and organizational development, regulation interpretation, personnel selection procedures, equal employment opportunity, workforce planning, employment counseling, PMIS/CAMPS, or timekeeping systems; one (1) year of which shall have been in a project leader capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a project leader capacity.

OR

Possession of a master's degree in Personnel Administration, Public Administration, Business Administration, or Psychology; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a project leader capacity.

NOTE: “Professional experience” refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession’s principles, concepts, theories, and practices; and is performed with the authority to act according to one’s own judgment and make accurate and informed decisions.

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 essential duties of the position.

NOTE:

*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 , or call CSC at (609)292-4144 option 3.

**Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:

Bev Hamilton, Manager 2, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625 or hrsupport@csc.nj.gov