



PHIL MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

State of New Jersey
BOARD OF PUBLIC UTILITIES
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Christine Guhl-Sadovy
President

Dr. Zenon Christodoulou
Commissioner

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Commissioner

Michael Bange
Commissioner

NOTICE OF VACANCY

POSTING: 54-2024	OPENING DATE: AUGUST 6, 2024	CLOSING DATE: AUGUST 20, 2024
TITLE: PERSONNEL TRAINEE	WORKWEEK: 35 HOURS (35)	EXISTING VACANCIES: 1
SALARY: \$51,987.70 – \$54,351.06	DIVISION/OFFICE: DIVISION OF ADMINISTRATION/OFFICE OF HUMAN RESOURCES	

OPEN TO: NEW JERSEY RESIDENTS

At the New Jersey Board of Public Utilities ("Board"), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION

Reporting to the Human Resources Manager or other supervisory official in the Office of Human Resources, as a trainee you will receive on-the-job training supporting various facets of human resources in areas such as recruitment, personnel orientation and training, personnel services, etc.; does work which will provide practical personnel experience; does related work.

WORK RESPONSIBILITIES

- Learn and assist with the payroll process to include processing regular and supplemental payroll, vision reimbursement, recoupments, managing eCATS records, and entering leave authorizations with 100% accuracy. Answering employee inquiries regarding paychecks and direct deposit.
- Learn to enter PMIS transactions for all new hires and transfers, general updates and changes.
- Assist with new hire orientation: learn the BPU new hire orientation process, gathering and preparing new hire documents for submission to centralized payroll, new hire systems/application set up, prepare correspondence for new staff as it relates to health benefits and pension enrollment.
- Assists with Pension and Benefits programs included but not limited to pension enrollment, BenefitSolver verifications, withdrawal applications, service time buyback inquiries/entries, final salary certifications for retirement.
- Assists with staffing agencies; learn the BPU process for hiring temporary staff, how to request and review resumes, scheduling interviews, and onboarding.
- Assist with the BPU intern program: receive and track resumes, assist with resume review, schedule interviews, onboarding and check-ins.
- Process various new forms or change requests for staff within 24 hours to Centralized Payroll or the Division of Pensions and Benefits which include but are not limited to: address change, name change, direct deposit, federal/state W-4's, credit union deductions.
- Learn to prepare and review reports for tracking various types of employee data using systems such as excel, business objects, HRIS.

- Assist with completing various types of employment verifications accurately and timely.
- Attends training sessions and studies government personnel procedures and practices and the specific work processes and methods of the State department or agency concerned.
- Learns to maintain all employee files and records as required by the State of New Jersey Retention Schedule.
- Correspond with staff and representatives from other state agencies in a professional manner.
- Maintain confidentiality of all HR related matters.
- Assist with other HR related duties.

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 relevant to 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.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Personnel Assistant 4.

GENERAL INFORMATION

- **BENEFITS:** For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.
- **HOURS OF WORK:** The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.
- **STATE AS A MODEL EMPLOYER (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. [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 and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)
- **TELEWORK:** This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.
- **WORK AUTHORIZATION:** 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 verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

RESIDENCY REQUIREMENTS

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following:

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. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>

APPLICATION INSTRUCTIONS

Qualified candidates are welcome to submit a letter of interest, resume, writing sample, a completed [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#) along with your best contact number and email address to: humanresources@bpu.nj.gov

(Subject line must include the specific job posting number).

If you would like to mail your application, you may send it to the following address:

NJ Board of Public Utilities
Office of Human Resources
44 S. Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.