



VACANCY ANNOUNCEMENT

POSTING #: 2024 -3	ISSUE DATE: 4/4/2025	CLOSING DATE: 5/30/2025
TITLE: Personnel Assistant 1	TITLE CODE: 63255	RANGE: R28
UNIT: Human Resources	AVAILABLE VACANCIES: 1	
LOCATION: Quakerbridge Plaza, Hamilton, NJ	SALARY RANGE: \$85,535.88 to \$121,891.47	

VACANCY ANNOUNCEMENT – EXTENDED

OPEN TO: Employees of the State of New Jersey who are currently permanent in a competitive title and who meet the open competitive requirements as listed in the current job specifications for the announced title. Subject to current promotional and hiring restrictions in accordance with Civil Service Commission rules and regulations.

JOB DESCRIPTION:

Under the general direction of a supervisory official in the Human Resources unit, within the New Jersey Higher Education Student Assistance Authority (HESAA), the Personnel Assistant 1 supervises a broad range of personnel program and supports various operational functions. This position requires strong leadership and supervisory skills, as the incumbent will be responsible for supervising staff and work activities. The Personnel Assistant will be involved in areas such as personnel services, employee relations, recruitment, data information management, administrative services, and employee counseling, ensuring adherence to established policies and procedures..

Key Responsibilities:

Supervision & Personnel Program Management

- Supervises the work operations and personnel activities within the Authority, with responsibility for effectively recommending the hiring, firing, promoting, demoting, and disciplining of employees.
- Supports and supervises the administration, data management, and evaluation of the Authority's personnel program, ensuring compliance with all relevant policies and regulations. Responsibilities include: supervision of personnel actions such as appointments, salary adjustments, promotions, separations, reclassifications, layoffs and grievances.
- Supervises the administration of HESAA's personnel services including recruitment, PMIS processing, records administration, staffing, position control, open-competitive and promotional hiring, performance assessment, benefits, payroll functions, and compliance with applicable federal and state requirements.
- Supervises the maintenance of personnel records and ensures the proper use of electronic and manual information systems used by HESAA.

Employee Relations & Compliance

- Supervises and conducts grievance and disciplinary reviews to ensure adherence to established policies and procedures, and supervises staff responsible for collecting information and gathering evidence to substantiate claims.
- Advises line managers, supervisors, and executives on employee relations, contract administration, and complex personnel management matters, and interprets applicable rules, regulations, procedures, policies, and labor agreements to guide appropriate action.

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Talent Acquisition & Workforce Development

- Supervises the full employee lifecycle, including recruitment, hiring, onboarding, training, and off boarding. Responsibilities include overseeing recruitment efforts, using modern techniques to promote HESAA and attract diverse talent; interviewing applicants, securing employment commitments, and making recommendations during the final selection.
- Oversees the new employee orientation program by providing information on Authority policies and employee benefits; may also assign new employees to offices and workstations.
- Oversees the development and delivery of personnel-related training presentations to support staff development and supervises the execution of exit interviews, reviewing turnover data and recommending process improvements.

Data Analysis & Strategic HR Planning

- Oversees the interpretation and analysis of large datasets to generate predictive analytics and inform data-driven decisions related to talent acquisition, workforce planning, and operational improvements.
- Prepares highly complex, technically sound reports and studies containing findings, conclusions, and actionable recommendations.
- Keeps current on trends and developments in the personnel, office management, and operations research to ensure continuous improvement and strategic alignment.

Policy Development & Liaison Functions

- Acts as liaison between the Civil Service Commission, Department of the Treasury, and other operating agencies to identify and resolve personnel-related issues and ensure effective workflow.
- Conducts and reviews reclassifications, new title requests, and reevaluations for the Authority, and assists with reorganizations, staffing surveys, and other personnel-related studies and analyses.
- Supervises the creation and updating of procedural instructions, personnel manuals, bulletins, and management directives.

Preference will be given to candidates with experience in:

- Classification
- Leave administration
- PMIS
- CSS
- RAPS

POSITION REQUIREMENTS:

Education:

- Eight (8) years of professional experience* in a personnel program (public or private sector), OR\
- A bachelor's degree from an accredited college or university and four (4) years of relevant professional experience, OR
- A master's degree in business administration, personnel administration, public administration, management, or a related field from an accredited college or university, and three (3) years of relevant professional experience.

** Note: Professional experience involves creative, analytical, evaluative, and interpretive work, requiring specialized knowledge in personnel management principles and practices, and the ability to make informed decisions.*

Required Experience:

HESAA seeks an individual with:

- Comprehensive knowledge of professional personnel management methods and procedures, including organization and staffing, recruitment and selection, job classification and evaluation, employee relations, benefits, salary administration, human resources, organizational planning and development, equal employment opportunity, and documentation.
- Knowledge of Civil Service (N.J.S.A. 11A and N.J.A.C. 4A) and Merit System rules and regulations, Department of the Treasury requirements, Civil Service Commission policies, applicable federal and state regulations, classification

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and compensation, Equal Employment Opportunity/Affirmative Action and employee organization contract and grievance procedures, including disciplinary actions.

- Ability to research, analyze, interpret, and apply personnel-related rules, regulations, and data to develop or revise policies, prepare statistical reports with budgetary impact, evaluate classification studies, and recommend appropriate personnel actions.
- Ability to conduct interviews and communicate effectively, both orally and in writing, including the ability to read, write, speak, understand English sufficiently to perform the duties of the position.
- Ability to work effectively with others, elicit cooperation, establish and maintain strong relationships, and serve as a liaison with the Civil Service Commission, Department of the Treasury, and other key stakeholders within the statewide personnel community.
- Demonstrated ability to lead with integrity, foster trust, and navigate sensitive personnel matters with discretion, empathy, and professionalism.
- Ability to supervise staff, plan, organize, and implement projects and prepare and review detailed and confidential correspondence related to complex personnel management issues.
- Ability to learn and effectively utilize various electronic and manual information systems used by the Authority.

APPLICATION PROCESS:

Interested candidates must e-mail careers@hesaa.org with **Job Posting #2024-3** referenced in the e-mail subject line. Applicants must include a cover letter and resume with their submission. If applying for multiple positions at HESAA, candidates must submit separate applications for each Vacancy Announcement, ensuring that the individual Job Posting Number is included in the subject line of each email.

IMPORTANT NOTES:

Remote Work Eligibility: This position may be eligible for up to two remote workdays per calendar week after completing a four (4) month in-office working period following the start date.

SAME Applicants: If applying under the NJ “SAME” program, you must submit supporting documents (Schedule A or B letter), along with your cover letter and resume by the closing date indicated above. For more information, visit the [SAME Program Website](#), email Civil Service Commission (CSC) at: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3

Foreign Degrees: Degrees and transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency Requirement: Under N.J.S.A. 52:14-7, the “New Jersey First Act”, all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not currently live in New Jersey, you have one year from your employment start date to relocate or secure to New Jersey, or secure an exemption. For more information, please visit: [Civil Service Commission | NJ First Act](#)

Work Authorization: Applicants must possess acceptable work authorization in accordance with United States Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS) regulations. HESAA does not sponsor work status or accept student visas, including F1 or H1B work authorization visas.

Driver’s License Requirement: A valid New Jersey driver’s license is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Background Check: All newly hired employees must agree to undergo a comprehensive background check.

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