

NOTICE OF VACANCY
State of New Jersey
Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

NOTE: EXTENDED CLOSING DATE
(If you already applied for this position you do not need to reapply)

CLOSING DATE FOR
ISSUE DATE: September 6, 2022 **ACCEPTING RESUMES:** October 31, 2022

TITLE: Assistant Director, Human Resources (Unclassified)

SALARY: \$83,619 to \$119,250.94 (&29)

LOCATION: Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

DESCRIPTION

Under the supervision of the Director of Human Resources within the New Jersey Higher Education Student Assistance Authority (HESAA), this position is responsible for personnel related programs and activities such as, but not limited to, those listed below.

Leads Authority-wide recruitment and retention efforts, including new hire onboarding and orientation for classified, unclassified, and promotional positions. Responsible for design and implementation of securely digitized personnel records while ensuring compliance with retention and confidentiality policies. Maintains and oversees modifications to the employee handbook, policies and procedures. Performs personnel work in one or more areas of: classification, recruitment (including open competitive and promotional examination processing), employee/labor relations, Performance Assessment Reviews, leave administration, employee counseling, training, personnel research and administrative services. Prepares various Human Resources reports and documents; does related work. May supervise specific programs.

Responsible for management of the Americans with Disabilities Act, Workforce Development, and Merit Award Programs. Interprets and applies Title 4A of the NJ Administrative Code, applicable federal and State (including Civil Service and Treasury) policies, rules and regulations for HESAA management and employees to ensure compliance. Conducts grievance and disciplinary reviews. Oversees internal and external training reimbursement and tuition programs for HESAA staff.

Analyzes and provides professional and technical information and advice to managers and supervisors regarding personnel and related management matters and recommend courses of action.

Supervises Human Resources staff and completes performance assessment reviews for direct reports. Handles personnel functions including but not limited to timekeeping, leaves of absences, family leaves, new hires, PMIS processing, benefits, report generation and updating, and customer service. Evaluates performance and recommends hiring, firing, promoting, demoting, and/or disciplining of employees.

This role may be eligible for the Telework Pilot Program (July 1, 2022 through June 30, 2023) consisting of up to two (2) days per calendar week after completing a four (4) month working test period following start date.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree. Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

EXPERIENCE: Five years of professional experience in a personnel program of a public or private organization. Two years should include experience at the supervisory level. **NOTE:** A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one year of the indicated experience.

Must have strong verbal and written communication skills. Preference will be given to candidates with experience in classification, leave administration, employee/labor relations, Human Resources Information Systems such as the Personnel Management Information System and the Classification Support System.

Residency Requirement: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) AND RESUME TO: HR@HESAA.ORG