



New Jersey Department of Military and Veterans Affairs

Menlo Park Vacancy Announcement #M-20-2024

OPENING DATE: April 11, 2024

CLOSING DATE: April 26, 2024

AVAILABLE VACANCIES: 1

Functional Title: Payroll Generalist/ Payroll Specialist

CSC TITLE: Personnel Trainee- Title Code 63250 (Non- Competitive) **OR** Personnel Assistant 4- Title Code- 63252 (Competitive)

SALARY: Y95- Starting Salary \$50,229.66 P19- \$54,906.96 – \$77,527.65

LOCATION: NJ Veterans Memorial Home at Menlo Park- Human Resources
132 Evergreen Rd., Edison NJ 08818-3013

SHIFT: Nonpayroll Submission Days- 9:00 AM – 4:30 PM **RDO:** Saturday/Sunday
Regular Payroll Submission Days- 6:30 AM – 2:00 PM

WORKWEEK: 35
Employees in 35,3E,40 and 4E workweeks will be compensated in cash or compensatory time at the rate of time and a half (1.5 hours), depending on existing federal and state statues and division policies.

MENLO RESPONSIBILITIES: Under the direction of the Manager, Human Resources, will be primarily responsible for regular and supplemental payroll. This position also processes health benefits, new enrollments for new hires, pension applications, maintenance of hourly employee hours, pre-payment of health benefits, and retirement certifications. This position will be cross trained in recruitments and certifications and all other facets of Human Resources as needed.

BASIC QUALIFICATIONS REQUIRED:

KNOWLEDGE AND ABILITIES: Ability to make arithmetic calculations. Knowledge of the problems encountered in collecting and interpreting data and of the precautions to be taken in drawing conclusions and recording facts. Ability to learn from observation and reading. Ability to use English correctly orally and in writing. Ability to prepare reports. Ability to maintain records.

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.

TRAINEE EDUCATION REQUIREMENT: Graduation from an accredited college or university with a Bachelor's Degree

PERSONNEL ASSISTANT 4 REQUIREMENT:

Experience: One (1) year of technical experience in a personnel program of a public or private organization.

Preferred Experience: One (1) year technical experience in working in payroll.

Education: Graduation from an accredited college or university with a Bachelor's Degree

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year experience.

NOTE: A Master's degree in Business Administration, Personnel Administration, Public Administration, Management or other related field may be substituted for one (1) year of experience.

SELECTING OFFICIAL: Recommendation by the HR Manager 1, to the HR Manager 2, to the HR Division Director.

SCOPE OF ELIGIBILITY:

- Personnel Trainee- will be a regular appointment pending completion of a working test period. After completion and passing of 12-month training, will advance to the Personnel Assistant 4 title. The inability of an employee in this title to attain a level of performance warranting advancement shall be considered cause for separation. Applicants will be accepted from all who meet the requirements listed above.
- Personnel Assistant 4- will be a provisional appointment pending open competitive or promotional examination with NJ Civil Service Commission. Applicants will be accepted from all who meet the requirements listed above.
- Intergovernmental Transfers as a Personnel Assistant 4- Must be a current State of New Jersey Employee and permanent in the Personnel Assistant 4 title. Applicants will be accepted from all who meet the requirements listed above.

Menlo Park Vacancy Announcement #M-20-2024

OPENING DATE: April 11, 2024

CLOSING DATE: April 26, 2024

POSITION: Personnel Trainee- Title Code 63250 (Non- Competitive) **OR** Personnel Assistant 4- Title Code- 63252 (Competitive)

SPECIAL NOTE:

- NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.
- Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>
- FOR NON-COMPETITIVE TITLES: 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 (833) 691-0404.

RESIDENCY LAW: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

PREEMPLOYMENT NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with the pre-employment processing you must consent to undergo drug testing for controlled and dangerous substances along with a physical.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS by CLOSING DATE TO:

Mail: ATTN: Menlo Park HR Recruitment- 132 Evergreen Road, PO Box 3013, Edison NJ 08818-3013

E-Mail: MenloParkRecruitment@dmava.nj.gov

Fax Number: (732) 452-4268

Forms may be obtained from our web site at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

the Human Resources Division or you may request an application from the email provided.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

"Serving Those Who Served"