

NOTICE OF JOB VACANCY

DEPARTMENT: Administrative Services

DIVISION: Personnel Management & Labor Relations/ Social Services

TITLE OF POSITION: Personnel Manager

DESCRIPTION OF POSITION: Assists in the handling of personnel and employee relations problems and maintains liaison between the jurisdiction and the New Jersey Civil Service Commission in personnel matters, including appointments, promotions, transfers, demotions, dismissals, and disciplinary actions; Provides advice and assistance on personnel issues; Maintains information of employee performance evaluation; Coordinates the training needs of the jurisdiction; Maintains a job classification and salary plan; Establishes and conducts procedures for hearing and adjusting employee grievances; Investigates personnel problems; Directs the establishment and maintenance of records and files.

EXPERIENCE/EDUCATION: Three (3) years of supervisory personnel experience, one (1) year of which shall have included responsibility for a major public or private industry personnel program including review of classification problems and wage studies, handling personnel problems, and coordination of the training needs of the jurisdiction.

Knowledge of employee performance evaluation procedures; knowledge of disciplinary and grievance procedures; ability to read and interpret the provisions of the New Jersey laws relating to personnel matters and the rules and regulations of the New Jersey Civil Service Commission and apply them to specific situations; ability to analyze, and resolve personnel, and technical problems involved in the oversight of a personnel program; knowledge of human resource management system and time system.

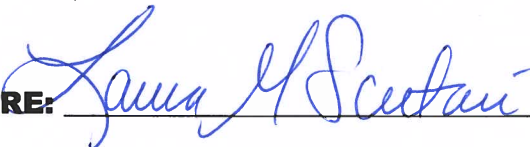
Graduation from an accredited college or university with a Bachelor's degree. Applicants who do not possess the required education may substitute three (3) years supervisory personnel experience.

SALARY RANGE: \$90,000 - \$105,000

ISSUE DATE: September 29, 2021

CLOSING DATE: October 13, 2021

AUTHORIZED SIGNATURE:



PRINT NAME: Laura Scutari

TITLE: Director, Dept of Administrative Services

INTERESTED APPLICANTS MAY CONTACT THE

DIVISION OF PERSONNEL

908-527-4160

**UNION COUNTY IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

UNION COUNTY RESIDENCY REQUIRED