



THE CITY OF EAST ORANGE

Job Posting

Job Title:	SUPERVISING PRINCIPAL PERSONNEL TECHNICIAN	Job Category:	Classified
Department/Group:	Human Resources	Job Code	02835
Location:	City Hall	Travel Req'd	LOCAL
Level/Salary Range:	\$65,045.00 - \$90,604.81	Position Type:	Full-Time
HR Contact:	Shatera Smith	Posting Period	9/29/2016 – 10/10/2016
Applications Accepted By:			
<u>Fax or E-mail</u> 973-673-3172 shatera.smith@eastorange-nj.gov Attention: SUPERVISING PRINCIPAL PERSONNEL TECHNICIAN		<u>Mail</u> Shatera Smith Department of Human Resources The City of East Orange NJ 44 City Hall Plaza East Orange, NJ 07018	
Job Description			
<p><u>Role and Responsibilities</u></p> <p>Under direction of the Director Human Resources, the Supervising Principal Personnel Technician supervises professional and clerical Human Resources employees performing highly responsible technical duties in varied personnel work for the Department of Public Safety (includes the Divisions of Police, Fire, Emergency Management and Animal Control); conducts investigations of procedures, complaints, grievances and other personnel matters; performs other related duties as prescribed.</p> <p><u>Qualifications and Educational Requirements</u></p> <p>A minimum of four (4) years of experience in Human Resources to include employee relations, position classification, compensation, benefits administration, interviewing, complaint investigations, project management and other related functions, two (2) years of which shall have been in a supervisory capacity, preferably in a Civil Service environment</p> <p>Bachelor's degree from an accredited college or university. NOTE: Applicants who do not meet the above educational requirement may substitute additional work experience as described below on a year for year basis. Possession of a master's degree in Human Resources Management, Personnel Administration, Applied Psychology or other related field may be substituted for one (1) year of the above experience.</p> <p><u>Preferred Skills</u></p> <ul style="list-style-type: none"> • Supervises professional and clerical employees in performing highly responsible field investigations of employee complaints, grievances, and other personnel matters. • Prepares reports and correspondence containing findings, conclusions and recommendations. • Interprets rules, regulations and policies affecting employees. • Supervises the processing of personnel position certifications, eligibility listings and other personnel action forms. • May review existing positions and groups of positions to determine the scope and character of duties and responsibilities, as well as existing organization relationships. • Knowledge of public (Civil Service) personnel methods, techniques and the principles of position classification. • Knowledge of the techniques used to conduct audits and surveys. • Ability to read and interpret New Jersey Department of Personnel (Civil Service) regulations, apply them to specific situations and identify appropriate position classifications. 			