



Philip D. Murphy
Governor
Sheila Y. Oliver
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE SUPPORT AND LOGI
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Deirdré L. Webster Cobb
Chair/Chief Executive Officer

JOB OPPORTUNITY

Posting Issued: November 4, 2021

Closing Date: December 4, 2021

Title: Human Resource Consultant 3 (Y25)
Human Resource Consultant 2 (Y22)

Salary: \$66,877.22 – 95,059.28
\$58,354.29 – 82,690.29

Location: Civil Service Commission
Office of Diversity and Inclusion
44 S. Clinton Ave., Trenton, NJ 08625

Vacancy: One (1)

Open to: Statewide

Description of Position:

Under the direction of the Division Director, this position supports this mission by developing and implementing strategies for ensuring diversity and inclusion in the State's workforce. This position provides support for diversity recruitment and outreach activities for the State civil service workforce. This position provides training, resources, and technical support as needed to facilitate the implementation of diversity strategic development for State agencies, departments, authorities, and local jurisdictions. Responsibilities for this position include, but are not limited to the following: ability to perform complex research projects in the areas of workforce planning, regulation interpretation, staff organizational development, diversity, inclusion, and equal employment opportunity; ability to review, interpret, and evaluate academic and professional credentials; ability to comprehend, analyze, interpret datasets; and the ability to apply laws, rules, regulations, policies, and personnel procedures.

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Three (3) or more years demonstrated experience in diversity, equal employment opportunity, and related areas. Strong verbal and written communication skills. Ability to prioritize tasks, manage time effectively, and work independently. Ability to analyze data and communicate findings and impact effectively. Demonstrated experience working with organizational database systems. Experience with Microsoft Excel, Word, and PowerPoint. Occasional travel is required. Participation in some weekend and evening activities may be required.

Preferred Qualifications:

- Demonstrated knowledge of diversity principles
- Experience in serving diverse and underrepresented populations
- Networking, coalition building, and engaging diverse groups
- Strategic planning or program management experience and establishing success metrics
- Gathering, analyzing, and disseminating Diversity, Equity, and Inclusion (DEI) data

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.

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:

Beverly A Hamilton, Manager, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625
or hrsupport@csc.nj.gov

**As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.