



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

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
DIVISION OF ADMINISTRATIVE SUPPORT AND LOGISTICS  
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:** October 25, 2021

**Closing Date:** November 26, 2021

**Title:** Personnel and Labor Analyst 2  
Personnel and Labor Analyst 3

**Vacancies:** 1

**Location:** Civil Service Commission  
Division of Equal Employment Opportunity/  
Affirmative Action  
44 S. Clinton Avenue  
Trenton, NJ 08625

**Salary:** \$63,897.91 – \$90,711.70 (2)  
\$73,296.13 - \$104,363.32 (3)

**Open to:** Residents of New Jersey

### **DESCRIPTION OF POSITION:**

Under supervision of Director or Deputy Director of the Division of EEO/AA, manages CSC Mediation program designed to resolve disputes filed pursuant to the New Jersey State Policy Prohibiting Discrimination. Prepare mediation settlement agreements; and manage special projects related to legislative enactments. Participate in employment discrimination investigative matters; receives training in resolving disputes regarding workplace discrimination complaints arising under the State Policy. Assist supervisory officials in interfacing with the Attorney General's Office and the Office of Administrative Law. Prepares clear, accurate, informative narrative and statistical reports and correspondence for the signature of the director and others. Maintains investigatory records and files. Experienced in the preliminary research and analysis of state and federal statutes, case law, rules and regulations of a limited complexity to assist the CSC in performing its appellate, regulatory and legislative functions. Prepares initial drafts of rules, regulations, and policy memoranda which reflect recent legislation or case law pertinent to the CSC. Will be required to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

### **REQUIREMENTS:**

#### **EDUCATION:**

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

#### **EXPERIENCE:**

##### **Level 2:**

Three (3) years of experience in legal research involving employment laws and their rules and regulations.

**NOTE:** Possession of a Juris Doctor degree may be substituted for one (1) year of required experience.

##### **Level 3:**

Four (4) years of experience in legal research involving employment laws and their rules and regulations.

**NOTE:** Possession of a Juris Doctor degree may be substituted for one (1) year of required experience.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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

Beverly Hamilton, Manager, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625 or [hrrsupport@csc.nj.gov](mailto:hrrsupport@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.