



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: November 4, 2021

Closing Date: December 4, 2021

Title: Human Resource Consultant Trainee

Salary: \$46,646.55 – 48,767.10

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

Vacancy: Two (2)

Open to: Statewide

Description of Position:

Under the direction of division supervisory personnel, the 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 will learn how to provides training, resources, and technical support as needed to facilitate the implementation of diversity strategic development for State agencies, departments, authorities, and local jurisdictions. Learns to review and analyze data and personnel activities such as recruitment, job postings, selection procedures, examination announcements, and promotions, etc. Learns to answer routine inquiries from all sources regarding the interpretation and application of Civil Service Commission rules and regulations, as well as division/unit policy.

EDUCATION:

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

EXPERIENCE:

General conceptual knowledge of diversity, equal employment opportunity, and related areas. Strong verbal and written communication skills. Ability to prioritize tasks, manage time effectively, and work independently. 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

New Jersey is an Equal Opportunity Employer

www.state.nj.us/csc

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.