

Personnel Officer

Administration

Atlantic City Municipal Utilities Authority

Salary Range: \$110,000 - \$130,000 annually

Starting salary will be commensurate with qualifications, experience, certifications, and demonstrated capabilities.

Position Status: Full-Time

Application Deadline: Open Until Filled

About Us

For more than a century, the Atlantic City Municipal Utilities Authority has provided the water that helps Atlantic City live, work, grow, and welcome the world.

Since the 1880s, our water system has supported the growth and evolution of Atlantic City. Today, ACMUA serves residents, businesses, casinos, hotels, healthcare facilities, schools, and the millions of visitors who come to the region each year. We operate one of the largest and most complex public water systems in New Jersey, producing award-winning drinking water from both surface and groundwater sources through a conventional surface water treatment plant, multiple pumping and storage facilities, and an extensive distribution network that must operate reliably 24 hours a day, 365 days a year.

As Atlantic City moves through a period of redevelopment, reinvestment, and growth, reliable water infrastructure is essential to what comes next. ACMUA is part of that progress, providing the foundation that supports homes, businesses, tourism, public services, and future development.

We are proud of our history, but we are focused on the future. ACMUA is investing in infrastructure, developing employees, and building a workplace grounded in our core values of respect, communication, and the pursuit of excellence. We want people who take pride in their work, solve problems, and want to be part of something that matters.

At ACMUA, we provide careers, not just jobs. This is an opportunity to join a respected public utility with a vital mission, a strong legacy, and the chance to build a career helping shape the future of one of New Jersey's most important and recognizable cities.

The Opportunity

The Atlantic City Municipal Utilities Authority is seeking an experienced and highly capable human resources professional to lead and strengthen the Authority's Human Resources Department.

The Personnel Officer will serve as the organization's principal human resources leader and will be responsible for both the effective day-to-day operation of the department and the continued development of a modern, responsive, and accountable human resources function.

This is a broad leadership role requiring hands-on knowledge of public-sector personnel administration, New Jersey Civil Service, labor and employee relations, recruitment and hiring, benefits and leave administration, disciplinary and investigative processes, policy development, workforce planning, and regulatory compliance.

The successful candidate will work closely with executive leadership, managers, supervisors, employees, labor representatives, legal counsel, and governmental agencies while ensuring that personnel matters are handled accurately, consistently, confidentially, and in a timely manner.

The Authority is seeking someone who can not only administer existing HR functions, but also improve processes, strengthen internal controls, modernize systems, support managers and employees effectively, and help build a stronger and more effective organization.

Position Overview

Under the general direction of the Executive Director, the Personnel Officer plans, organizes, directs, and administers the Authority's comprehensive human resources program and oversees the daily operations of the Human Resources Department.

The position provides leadership and oversight in personnel administration, Civil Service compliance, recruitment and onboarding, employee and labor relations, classification and compensation, benefits and leave administration, performance management, disciplinary and investigative processes, personnel records, workforce development, policy administration, and human resources systems.

The Personnel Officer is responsible for establishing and maintaining effective procedures, workflows, records, internal controls, and accountability measures to ensure that personnel actions and employee matters are processed accurately and in a timely manner and that managers and employees receive consistent and professional support.

The position also serves as a principal advisor to executive leadership on workforce strategy, employment practices, Civil Service administration, labor relations, organizational development, and human resources policy, while identifying opportunities to improve efficiency, strengthen service delivery, and modernize HR operations.

Key Responsibilities

- Directs and manages all human resources operations for the Authority.
- Develops strategic workforce initiatives aligned with organizational goals, workforce development, and succession planning.
- Leads the implementation, administration, and continuous improvement of Human Resource Information Systems (HRIS), electronic personnel records, applicant tracking systems, performance management platforms, onboarding systems, and employee self-service technologies.
- Oversees the digitization of HR processes to improve efficiency, reduce administrative costs, strengthen internal controls, and enhance employee services.
- Administers all Civil Service personnel actions in accordance with Title 11A, N.J.A.C. 4A, and applicable federal and state laws.
- Develops and administers personnel policies and procedures that reflect current employment law and best practices.
- Coordinates recruitment and hiring administration, including vacancy postings, applicant processing, Civil Service certifications, appointments, promotions, transfers, and related personnel actions.
- Coordinates layoffs and workforce restructuring initiatives in accordance with applicable Civil Service requirements, collective bargaining agreements, and employment laws.
- Oversees classification and compensation studies, job analyses, organizational structure reviews, salary administration, and pay equity evaluations.
- Serves as a management representative in collective bargaining preparation, labor-management meetings, and other labor relations matters.
- Interprets and administers collective bargaining agreements and employment contracts.
- Advises executive leadership regarding employee relations, disciplinary matters, workplace investigations, grievances, workplace accommodations, ADA compliance, FMLA/NJFLA leave administration, and wage and hour compliance.
- Directs employee performance management, supervisory coaching, performance evaluations, corrective action, and organizational accountability initiatives.
- Develops and coordinates leadership and supervisory training, workforce development programs, and initiatives focused on employee engagement, emotional intelligence, and digital upskilling.

- Oversees employee onboarding and offboarding processes and ensures the timely and accurate completion of associated personnel actions and documentation.
 - Oversees benefits administration including health insurance, retirement, wellness initiatives, leave management, COBRA, pension reporting, and employee communications.
 - Utilizes workforce analytics, dashboards, and key performance indicators to support strategic decision-making.
 - Develops executive reports regarding workforce demographics, turnover, vacancies, overtime utilization, compensation trends, diversity initiatives, and succession planning.
 - Ensures compliance with federal and state employment laws including the New Jersey Law Against Discrimination, Americans with Disabilities Act, Family and Medical Leave Act, New Jersey Family Leave Act, Fair Labor Standards Act, Equal Pay Act, Pregnant Workers Fairness Act, and applicable Civil Service regulations.
 - Oversees records management and ensures compliance with OPRA, record retention schedules, cybersecurity standards, and data privacy requirements.
 - Coordinates internal and external audits relating to personnel administration.
 - Develops annual departmental budgets and monitors expenditures.
 - Serves as a member of the executive leadership team on organizational planning, policy development, and strategic initiatives.
 - May represent the Authority before the Civil Service Commission, administrative agencies, arbitrators, and other appropriate forums, and coordinates with outside counsel on personnel and labor matters.
 - Establishes and maintains effective procedures, workflows, documentation, and internal controls to ensure that personnel actions, employee matters, and HR services are completed accurately and in a timely manner.
 - Performs other related duties as required.
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Knowledge, Skills, and Abilities

- Thorough knowledge of modern public-sector human resources management principles.
- Thorough knowledge of New Jersey Civil Service laws, rules, and regulations.
- Thorough knowledge of federal and state employment laws.
- Knowledge of labor relations and collective bargaining administration.
- Knowledge of HRIS, electronic document management systems, applicant tracking systems, payroll integration, workforce analytics, and emerging technologies applicable to human resources.
- Ability to lead organizational change, process improvement, and digital upskilling initiatives.
- Ability to analyze complex workforce data and prepare executive-level reports.

- Ability to conduct confidential investigations and recommend appropriate action.
 - Ability to communicate effectively with governing bodies, executive leadership, unions, employees, legal counsel, and regulatory agencies.
 - Ability to supervise professional, technical, and administrative staff.
 - Ability to exercise sound judgment, discretion, and confidentiality in handling sensitive personnel matters.
 - Ability to interpret and apply Civil Service regulations, collective bargaining agreements, personnel policies, and employment laws to complex workplace situations.
 - Ability to establish priorities, manage multiple personnel matters simultaneously, and ensure that required actions are completed accurately and in a timely manner.
 - Ability to advise and support managers and supervisors in employee relations, performance management, discipline, and other personnel matters.
 - Ability to develop, coordinate, or support effective employee, supervisory, and leadership training and initiatives that promote communication, emotional intelligence, employee engagement, and professional development.
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Preferred Qualifications

- Bachelor's degree in Human Resources Management, Public Administration, Business Administration, Labor Relations, or a closely related field.
 - Master's degree preferred.
 - Five (5) to seven (7) years of progressively responsible human resources management experience, including supervisory experience in a Civil Service or public-sector environment.
 - Professional certification such as SHRM-SCP, SPHR, IPMA-SCP, CEBS, Certified Public Manager, or a comparable credential is desirable.
 - Experience implementing or improving HR technology, electronic records management systems, applicant tracking systems, or digital upskilling initiatives is highly desirable.
 - Experience developing or delivering employee training, supervisory development, leadership development, or workplace initiatives focused on communication, emotional intelligence, employee engagement, and organizational effectiveness is highly desirable.
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Compensation and Benefits

In addition to a competitive salary, ACMUA offers a comprehensive benefits package that includes:

- Participation in the New Jersey Public Employees' Retirement System (PERS)
- Medical, dental, and vision coverage

- Paid vacation, sick leave, personal leave, and holidays
 - Professional development and certification support
 - Long-term career growth within a respected public utility
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Physical Demands and Work Environment

Work is primarily performed in a professional office environment and requires regular use of computers and standard office equipment. The position may require attendance at meetings, interviews, hearings, and occasional visits to Authority facilities or other work locations.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Equal Employment Opportunity

The Atlantic City Municipal Utilities Authority is an Equal Opportunity Employer and complies with all applicable federal and state laws prohibiting discrimination in employment. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected status under applicable law.