



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist 1 Social/ Human Services [Classified Competitive]			Salary P18 \$46,873-41 - \$66,104.43
Posting Number 77-19	Position Number 094170	Number of Positions 1	Posting Period * From: 3/15/19 To: 3/29/19
Location: Ann Klein Forensic Center/SPECIAL TREATMENT UNIT 15 Paddock St. Avenel, NJ 07001			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

DEFINITION

Under the close supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; assists in conducting the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

SPECIAL NOTE: An incumbent in this class conducts analysis, assists in the review of program proposals, assists in evaluating and monitoring program activities, and/or prepares recommendations aimed at developing, implementing or modifying programs. Tasks are assigned and performed according to supervisory instructions and oversight.

Positions performing work specific to human/social services programs, socio-economic programs, or regulatory programs shall be classified in the respective variant series.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PST.AKFC@doh.nj.gov
- Mail the required documents to:
**Kristin Hunt, Personnel Assistant 1
Ann Klein Forensic Center
Reference Posting #77-19
New Jersey Department of Health
PO Box 7177
West Trenton, NJ 08628-7177**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

* Responses received after the closing date MAY be considered if the position is not filled.

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *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.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***