



**Department of Human Services**

**OFFICE OF THE ASSISTANT COMMISSIONER FOR**

**HUMAN RESOURCES**

**PO Box 700**

**Trenton, NJ 08625-0700**

**CHRIS CHRISTIE Elizabeth connolly**

**Governor Acting Commissioner**

**KIM GUADAGNO Christina Mongon Lt. Governor Assistant Commissioner**

**Human Resources**

**OPEN TO: Permanent State employees *working in NJ Department of Human Services* as a promotional or lateral opportunity, *pending the rescission of applicable promotional and hiring restrictions.***

**DEPARTMENT-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #190-15**

**DATE: August 4, 2015**

**TITLE**: Program Specialist 3 Social/Human Services

**SALARY**: $64,677.09 - $92,011.89

**LOCATION**: Division of Mental Health and Addiction Services

Office of Olmstead, Compliance, Planning and Evaluation

222 South Warren Street, P.O. Box 700

Trenton, NJ 08625-0700

**POSITION INFORMATION**

**DEFINITION**: Under the direction of a Program Specialist 4, Social/Human Services, or other supervisory officer in a State department or agency, may directly supervise professional and/or technical staff engaged in program activities, or perform the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; does other related duties as required.

**SPECIAL NOTE:** An incumbent in this class conducts in-depth analysis, reviews program proposals, evaluates and monitors program activities, and/or prepares recommendations aimed at developing, implementing, or modifying social/human services programs. Incumbents review proposed draft regulatory changes for fiscal or programmatic impact

and make recommendations regarding the development and revision of agency policies based on changes to State and federal laws and regulations. Incumbents handle the more sensitive and complex program issues and act as a subject matter expert. Assignments at this level are broadly defined; incumbents are expected to determine the methods needed to achieve objectives. May supervise staff engaged in program activities.

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

**EXPERIENCE**: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.

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

**NOTE:** A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of experience.

**LICENSE:** Appointees 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 essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LISTS ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Division of Mental Health and Addiction Services

Human Resources Recruitment Unit

P.O. Box 700

Trenton, NJ 08625-0700

Phone: (609) 777-0651

**EMAIL**: [mhsresume@dhs.state.nj.us](mailto:mhsresume@dhs.state.nj.us) - Please indicate job opportunity number in the subject line.

**RESPOND BY**: August 18, 2015

**DHS-CO REVIEW**: DAB 08/04/15

***IMPORTANT NOTICES***

***(1) RESIDENCY*** *-* ***Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption.  Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.***