

UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2022)

POSTING NUMBER: HR18-0031 **ISSUE DATE:** November 9, 2018 Program Specialist 2 TITLE: **CLOSING DATE:** November 23, 2018 **DIVISION / OFFICE /UNIT:** Sandy Recovery Division **SALARY RANGE:** P21: \$53,611.76 - \$75,900.80 **LOCATION:** 101 S. Broad Street Trenton, New Jersey **NUMBER OF POSITIONS: 1** OPEN TO: Department-Wide (Department of Community Affairs Employees ONLY) All Departments/Agencies (State Employees with permanent status ONLY)

DESCRIPTION OF MAJOR DUTIES:

General Public and/or State Employees

The Sandy Recovery Division seeks an expert, or a candidate who will develop an expertise, in the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). The URA Specialist will administer a program designed to ensure compliance with the statute and accompanying regulations that will include the review and analysis of the URA-related policies and procedures implemented by all funded programs and coordination with the staff engaged in relocation activities. This will entail the preparation of clear, sound and accurate reports that include conclusions and recommendations for further action. The URA Specialist will analyze and interpret other Federal, State and local laws/ regulations that may impact relocation programs and activities, and make recommendations, as needed. These responsibilities require the URA Specialist to establish cooperative working relationships with other agencies, as well as units within the Sandy Recovery Division, such as the Housing Recovery and Monitoring units. The URA specialist may also review applications and claims for relocation expenses and participates in the monitoring of all relocation activities as part of its oversight responsibilities. May oversee the referral of displaced residents to social service agencies for needed services beyond the scope of the relocation program.

The Sandy Recovery Division administers the U.S. Department of Housing and Urban Development, Community Development Block Grant – Disaster Recovery (HUD CDBG-DR) funds for the State, and, as such, is subject to Federal and State oversight that incudes monitoring visits and/ or audits. The URA Specialist will be required to liase with HUD as well as State officials and will help prepare the programs for these monitoring visits, as well as any communications concerning the results of the reviews/ audits. The URA Specialist will need to keep abreast of any regulatory developments concerning the statute and provide technical assistance to relocation staff at the program level.

Prepares clear, sound, accurate and informative reports containing findings, conclusions and recommendations. Because this position is a compliance function, the successful candidate must possess a high level of attention to detail and must be comfortable in the regulatory environment.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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

EXPERIENCE: Two (2) years of experience in planning, coordinating, implementing, modifying and/or evaluating government 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 one (1) year of experience.

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

Revised: March 2018

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR18-0031
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018