



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	033-26	ISSUE DATE:	2/4/2026	CLOSING DATE:	2/18/2026
TITLE:	Program Specialist 1 Social/Human Services (1 Full Time Position)				
LOCATION:	Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	RANGE:	P18		
		SALARY:	\$56,253.35 - \$81,896.85		
		UNIT SCOPE:	K470		
		SERV. CLASS:	Competitive		
OPEN TO:	Current State Employees with underlying permanent status in a competitive title, or Civil Service Commission approved non-competitive title, who meet the stated requirements below.				
NOTE:	Preference will be given to current NLDC employees serving in the title of Program Specialist 1 Social/Human Services.				

DESCRIPTION

DEFINITION:	Under the close supervision of a Program Specialist 3 or 4, Social/Human Services, or other supervisory officer in a State department or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs designed to improve the medical, social or other circumstances of the client population served; does other related duties as required. Work Location: Vocations Shift: 8:00am-3:30pm Regular Days Off: Saturday/Sunday *Flexible scheduling may be required.
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 social/human services programs. Tasks are assigned and performed according to supervisory instructions and oversight.

REQUIREMENTS

EDUCATION & EXPERIENCE	Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Five (5) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. OR Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience. OR Possession of a master's degree from an accredited college or university 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.
NOTE:	"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.
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 the essential duties of the position.

IMPORTANT NOTICES

FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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 its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DDD-NLDC.Resumes@dhs.nj.gov

You must include the Job **Posting #**, and **Last Name** in the **subject line** of your email. Example: (123-25, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer

