



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 #:-	040-26	ISSUE DATE:	2/11/2026	CLOSING DATE:	2/25/2026
TITLE:	Program Specialist 4 Social/Human Services (2 Full Time Positions)				
LOCATION:	Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	RANGE:	S29		
		SALARY:	\$92,710.53 – \$136,605.03		
		UNIT SCOPE:	K470		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NLDC Employees with underlying permanent status in a competitive title, or Civil Service Commission approved non-competitive title, who meet the stated requirements below.				

DESCRIPTION

DEFINITION:	Under the direction of an executive officer in a State department or agency, supervises professional and/or technical staff engaged in program activities; prepares and signs official performance evaluations for subordinate staff; performs the most difficult 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. Vacancy #1: Work Location: Administration Shift: 7:00am-2:30pm Regular Days Off: Saturday/Sunday Vacancy #2: Work Location: Administration Shift: 8:30am-4:00pm Regular Days Off: Saturday/Sunday *Flexible Scheduling May Be Required.
SPECIAL NOTE:	An employee in this class conducts in-depth analysis, supervises the review of program proposals, supervises program evaluation and monitoring 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 very complex and sensitive 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. Must supervise and evaluate staff, and oversees program activities and operations.

REQUIREMENTS

REQUIREMENTS:	NOTE: 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. Eight (8) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program, one (1) year which shall have been in a supervisory capacity over professional or technical staff. OR Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year which shall have been in a supervisory capacity over professional or technical staff. 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; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.
NOTE:	"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment 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 it's 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)