



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	144-25	ISSUE DATE:	6/6/2025	CLOSING DATE:	6/20/2025
TITLE:	Program Manager Health/Human Services				
LOCATION:	Division of Medical Assistance and Health Services Office of Managed Care Organization Accountability & Operations 7 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	&32		
		SALARY:	\$102,944.26 - \$147,131.56		
		UNIT SCOPE:	K250		
		SERV. CLASS:	Competitive		
OPEN TO:	Current <u>Department Employees</u> with Underlying Permanent Status as a Lateral Transfer Opportunity				
DESCRIPTION					
DEFINITION:	Under direction of a division director or other supervisory official in the Department of Health or the Department of Human Services, is responsible for the management of all phases of an assigned program including planning, organizing, and developing methods and procedures, directing and coordinating program activities, exercising control over specific functions or phases of a program including control of expenditures; does related work as required.				
SPECIAL NOTE:	<p>The preferred candidate will have MLTSS experience.</p> <p>The desired candidate will be:</p> <ul style="list-style-type: none">• Committed to serving people the best possible way through government healthcare programs.• Excellent at communication and interpersonal skills with demonstrated ability to build bridges of understanding with all levels of stakeholders.• Emit positive energy and eagerness to embrace diverse colleagues and communities.• Motivated to work independently and in teams towards shared goals.• Curious and willingness to learn and grow in the organization.• Champion change, out of the box thinking and problem solving.• Desire for continuous quality improvement for self and the organization.				
REQUIREMENTS					
REQUIREMENTS:	<p>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.</p> <p>Nine (9) years of professional experience in any of the following areas: program management and administration, program research and development, resource planning, and budgeting and staffing, two (2) years which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a Bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a Master's degree in Public health, Public Administration, Business Administration, or a related health area; and four (4) years of the above mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.</p> <p>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 judgement and make accurate and informed decisions.</p>				
SPECIAL NOTE:	[Insert- Preferred Experience / Preferred Certifications may be entered here- If Applicable]				
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.
TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
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); Telework; Alternate Work Week Program; 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	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the <u>subject line</u> of your email. Example: (123-25, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer