



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Carole Johnson**  
Commissioner

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

<b>JOB POSTING NUMBER</b>	#179-18	<b>ISSUE DATE</b>	12/12/2018	<b>CLOSING DATE</b>	12/26/2018
<b>TITLE</b>	Program Specialist 4 Social/Human Services	<b>RANGE</b>	S29		
<b>LOCATION</b>	Division of Mental Health & Addiction Services Office of the Chief of Staff 120 Stockton Street Trenton, NJ 08625	<b>SALARY</b>	\$77,251.57 - \$110,169.34		
		<b>OPEN TO</b>	Current State employees		
<b>DEFINITION</b>	<p>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. 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.</p> <p>The primary function of this position is to manage the Addictions Program Monitoring Unit. The position will ensure that required monitoring site visits are completed in accordance with deadlines and Division requirements, that contracts are processed accurately and in cooperation with Division of Mental Health and Addiction Services (DMHAS) fiscal staff and that Plans of Correction are reviewed, and technical assistance is provided as needed to contracted agencies to improve deficiencies.</p>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college or university with a Bachelor's degree.				
<b>EXPERIENCE</b>	Four (4) years of 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.				
<b>NOTE</b>	Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.				
<b>NOTE FOR FOREIGN DEGREES</b>	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 non-supervisory experience.				
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.				
<b>LICENSE</b>	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.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	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.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	If 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.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:mhsresume@dhs.nj.gov">mhsresume@dhs.nj.gov</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer