



# 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:

<b>JOB POSTING #:</b>	227-24	<b>ISSUE DATE:</b>	5/16/2024	<b>CLOSING DATE:</b>	5/30/2024
<b>TITLE:</b>	Program Manager Health/Human Services				
<b>LOCATION:</b>	Division of Aging Services Office of Area Agencies on Aging Administration (AAA) 12 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	&32		
		<b>SALARY:</b>	\$99,463.05 - \$142,156.08		
		<b>UNIT SCOPE:</b>	K960		
<b>OPEN TO:</b>	Current Division Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	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.				
<b>SPECIAL NOTE:</b>	This position will direct, coordinate, and oversee program operations for the Office of Area Agencies on Aging Administration (AAA) and Community Programs, which includes several state and federally-funded programs including but not limited to Jersey Assistance for Community Caregiving (JACC), Statewide Respite Care Program (SRCP), Congregate Housing Services Program (CHSP), Alzheimer's Adult Day Services Program (AADSP), and State Health Insurance Assistance Program (SHIP), as well as related programmatic and grants management functions. A demonstrated ability to organize and manage an assigned program to accomplish the objectives of the department is preferred.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<b>NOTE:</b> 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.				
	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.				
	<b>OR</b>				
	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.				
<b>REQUIREMENTS:</b>	<b>OR</b>				
	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.				
	<b>NOTE:</b> "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.				
<b>SPECIAL NOTE:</b>	N/A				
<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 NOTICES</b>					
<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>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>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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.				

**NOTE:**

\* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.  
\* Telework: This position may be eligible to participate in the Department's pilot "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.  
\* SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov) , or call 609-292-4144, option 3.

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to:

[DoAS.Resume@dhs.nj.gov](mailto:DoAS.Resume@dhs.nj.gov)

You must include the Job **Posting #**, and **Last Name** in the **subject line** of your email. **Example: (123-22, Smith)**

**New Jersey Department of Human Services is an Equal Opportunity Employer**