



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 #:	237-24	ISSUE DATE:	5/23/2024	CLOSING DATE:	6/6/2024
TITLE:	Program Specialist Trainee (3 Positions)				
LOCATION:	Division of Medical Assistance and Health Services	RANGE:	P95		
	Office of the Medical Director	SALARY:	\$48,056.98 - \$50,229.66		
	5 Quakerbridge Plaza Hamilton, NJ 08619	UNIT SCOPE:	K250		
OPEN TO:	Public				
DESCRIPTION					
DEFINITION:	<p>Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all the duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>				
SPECIAL NOTE:	<p>The preferred candidate will have/be:</p> <ul style="list-style-type: none"> Interested in financial analysis, healthcare data, and/or other quantitative analytics Desire to learn advanced spreadsheet functions and software applications supporting analytics (e.g. Business Objects) Interest in complex government funded health care programs. Committed to serving people the best way possible 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 exude positive energy to learn and grow in 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>Four (4) years of professional experience relevant to the position.</p> <p>NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university.</p> <p>NOTE: Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE) in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed subsequent to advancement to the primary title, Program Specialist 1, Socio-Economic Programs.</p> <p>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.</p>				
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LICENSE:	<p>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.</p>				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	<p>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.</p>				

RESIDENCY:	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.
DRUG SCREENING:	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:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: 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.</p> <p>* <u>SAME Applicants</u>: 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 , or call 609-292-4144, option 3.</p>
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer