



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:

JOB POSTING NUMBER	255-19	ISSUE DATE	10/10/2019	CLOSING DATE	10/25/2019
TITLE	Program Specialist Trainee	RANGE	P95		
LOCATION	Office of Program Integrity and Accountability Employment Controls and Compliance Unit 222 South Warren Street Trenton, NJ 08625	SALARY	\$42,895.85 - \$44,835.21		
		OPEN TO	Public		
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>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE					
NOTE	<ul style="list-style-type: none"> ➤ Salary will increase to \$44,835.21 after six (6) months of employment. ➤ Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to Program Specialist 1. ➤ Please provide a transcript of your degree with your resume. Failure to do so may result in an ineligibility determination. 				
NOTE FOR FOREIGN DEGREES	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.				
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 NOTICE					
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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: : DHSResumes@dhs.state.nj.us					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer