



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	306-26	ISSUE DATE:	9/2/2026	CLOSING DATE:	9/16/2026
TITLE:	Program Specialist Trainee				
LOCATION:	Division of Medical Assistance and Health Services Office of the Chief of Policy and Innovation 5 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	P95		
		SALARY:	\$53,281.62 - \$55,690.52		
		UNIT SCOPE:	K250		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	Public				
DESCRIPTION					
DEFINITION:	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, operations, 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. Upon successful completion of the 12-month trainee period, the journey title will be Program Specialist 1 Social/Human Services.				
SPECIAL NOTE:	The Office of Policy and Innovation is seeking a Program Specialist Trainee to support the renewal and ongoing activities of New Jersey's Section 1115 Demonstration. This position will assist with activities related to federal Demonstration renewal requirements, Centers for Medicare and Medicaid Services (CMS) policy expectations, and federal fiscal and reporting requirements that impact program design, compliance, and operations. Responsibilities will include conducting policy research, reviewing program data, and coordinating internal and external stakeholder engagement related to Demonstration renewal and implementation activities. The position will organize and document meetings, prepare agendas and supporting materials, and track decisions, action items, and compliance-related requirements across multiple initiatives. The position will also assist with reviewing program data, including beneficiary populations, utilization trends, and outcome measures, to support Demonstration monitoring, reporting, and renewal activities. In addition, the position will assist in preparing presentations, reports, and implementation materials to communicate policy updates, operational impacts, and renewal activities to internal leadership, interagency partners, and CMS. This position will support coordination with state and federal partners and the implementation of ongoing activities related to New Jersey's Section 1115 Demonstration.				
REQUIREMENTS					
REQUIREMENTS:	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. Four (4) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. OR Possession of a bachelor's degree from an accredited college or university. 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.				
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. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for citizenship to the United States.				
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.
SAME PROGRAM:	If you are applying under the NJ State as a Model Employer "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 CSC at (609) 292-4144,
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	
Forward a cover letter, resume, and transcript (if applicable) 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: (123-25, Smith)	

New Jersey Department of Human Services is an Equal Opportunity Employer