



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 #:	419-24	ISSUE DATE:	9/5/2024	CLOSING DATE:	9/19/2024
TITLE:	Government Representative 2 (Unclassified)				
LOCATION:	Department of Human Services Division of Management and Budget Office of Emergency Management 11A Quakerbridge Plaza Mercerville, NJ 08069	RANGE:	X98		
		SALARY:	Commensurate with Education and Experience		
		UNIT SCOPE:	K800		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under supervision of the Director, DHS Office of Emergency Management, coordinate activities required for emergency support function 6 (ESF6) – Mass Care/Emergency Assistance with the NJ State Police, Office of Emergency Management (NJOEM), various state, federal, and county/local government agencies as well as nonprofit and voluntary organizations active in disasters to ensure effective planning and implementation of emergency sheltering, feeding and commodity distribution to support disaster relief operations. Handles various emergency management related duties assigned to the Department and Divisions to include but not limited to; emergency plans and procedures, Continuity of Operations (COOP) plans, etc.				
NOTE:	If you have already applied for Job Posting #364-24, your resume is still under consideration and need not apply to this posting				
REQUIREMENTS					
EDUCATION:	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE:	Two (2) years of experience in mass care operations and planning, including, but not limited to, coordination of response to disasters or other emergencies and an understanding of all related mass care activities (Sheltering/Feeding/Distribution of Emergency Supplies/Family Reunification/Logistics).				
NOTE:	Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.				
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					
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.				
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 "<u>Telework Program</u>", 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