



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING NUMBER	458-22	ISSUE DATE	11/28/2022	CLOSING DATE	12/12/2022
TITLE	Program Specialist 3 Social Human Services				
LOCATION	Green Brook Regional Center 275 Greenbrook Road Green Brook, NJ 08812	RANGE	R26		
		SALARY	\$72,836.90 - \$103,620.41		
		OPEN TO	Current DHS Employees		
DEFINITION	<p>Under the direction of a Program Specialist 4, Social/Human Services, or other supervisory officer in a State department or agency, directly supervises professional and/or technical staff engaged in program activities; perform the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.</p> <p>SPECIAL NOTE: An incumbent in this class conducts in-depth analysis, reviews program proposals, evaluates and monitors program activities, and/or prepares recommendations aimed at developing, implementing, or modifying social/human services programs. Incumbents review proposed draft regulatory changes for fiscal or programmatic impact and make recommendations regarding the development and revision of agency policies based on changes to State and federal laws and regulations. Incumbents handle the more sensitive and complex program issues and act as a subject matter expert. Assignments at this level are broadly defined; incumbents are expected to determine the methods needed to achieve objectives. May supervise staff engaged in program activities.</p>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree				
EXPERIENCE	Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.				
NOTE	Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.				
NOTE FOR FOREIGN DEGREES	A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of experience.				
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 regular or special re-employment list(s) established as a result of a layoff will be used before 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					
<p>Forward a cover letter and resume electronically to: DDD-GRC.Resume@dhs.nj.gov</p> <p>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer