



VACANCY ANNOUNCEMENT

Posting #: 2025-240	Issue Date: 10/30/2025	Closing Date: 11/20/2025	
Title: Program Specialist 4 (Competitive)	Range/Title Code: S29 / 64486	Salary: \$92,710.53 - \$ 136,605.03	
Unit Scope: Statewide Career Service	Location: Office of Research & Information (ORI), NJ Department of Labor and Workforce Development (NJDOL), Center for Occupational Employment Information (COEI) User Experience (UE), 1 John Fitch Plz, 5th Floor, Trenton, NJ 08625 (N725)	Workweek: NL	# Vacancy: 1

Job Description

About the Office of Research and Information (ORI):

We are NJ's premier source for economic, labor market, and demographic data and analysis. We drive innovation by embracing diversity, creative thinking, and collaboration with internal and external stakeholders. ORI's services and solutions help New Jerseyans – students, jobseekers, business owners, and policy makers alike – make informed, data-driven decisions. Our team is responsible for:

- Developing, analyzing, and disseminating labor market and demographic data.
- Preparing reports for the State and Federal government agencies that fund Labor's workforce and worker benefit programs.
- Providing performance measurements, business intelligence, and evaluation services that promote the continuous improvement of Labor programs.
- Developing user-centric digital tools to guide New Jerseyans' career planning activities.
- Overseeing the review and approval of NJ's private career schools and maintaining the Eligible Training Provider List; (ETPL), and Consumer Report Card (CRC)
- Serving as the data backbone for strategic enforcement and compliance activities undertaken by Labor's worker protection programs.
- Generate a consumer report card that helps consumers understand the track record of training programs in helping people obtain jobs and increase their wages.

Join Us in Transforming Career Navigation for New Jersey Residents

Are you passionate about creating exceptional user experiences, shaping digital products that drive innovation, and making a meaningful impact in people's lives? This is your opportunity to help transform how New Jersey residents access career, job, and training information.

The New Jersey Department of Labor and Workforce Development (NJDOL) and the Center for Occupational Employment Information (COEI)—within the Office of Research and Information—are seeking a

Program Specialist 4 to serve as **Product Lead** for [MyCareer NJ](#) New Jersey's groundbreaking digital platform.

About COEI

COEI serves as the state's central authority for career information, training provider accountability, and the public visibility of workforce outcomes—empowering individuals, educators, and policymakers to make informed, data-driven decisions.

About the Role: Product Lead – MyCareer NJ

As Product Lead, you will oversee **MyCareer NJ**, an innovative website that brings together three innovative digital career tools in one centralized location. MyCareer NJ leverages AI and cloud technology to connect New Jerseyans with career pathways, job opportunities, training programs, and resources—supporting residents at every stage of their career journey. You will also lead the **Digital User Experience (DX/UX) Team**, fostering a culture of innovation, creativity, and well-being.

Key Responsibilities

- Lead day-to-day operations and performance of the MyCareer NJ platform and DX/UX team.
- Plan, develop, and implement team goals, policies, and procedures.
- Prioritize a seamless, user-centered digital experience.
- Collaborate with designers, developers, and stakeholders to deliver intuitive, accessible solutions.
- Use data analytics to assess platform usage and recommend strategies for targeted outreach and marketing.
- Apply research and technology systems to continuously improve the platform.

Preferred Qualifications

- Familiarity with **Human-Centered Design** and **Agile Development** methodologies (strongly preferred).
- Experience with **data analytics**, **user research**, and **technology systems**.
- Knowledge of **Labor Market Information** (preferred but not required).

Why Join Us?

This is more than a job—it's an opportunity to shape the future of career, training, and education tools for New Jersey's current and future learners and workers. You'll join a mission-driven team that values innovation, creativity, equity, and public service.

Full Civil Service specifications can be found: [HERE](#)

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- | | |
|--|---|
| • Alternate Work Week* | • Telework* |
| • Deferred Compensation | • 100% Tuition Reimbursement* |
| • Health and Life Insurance | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs |

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

Open to employees of the State of New Jersey who are currently permanent in a competitive title and who meet the open competitive requirements listed below:

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.

Eight (8) years of experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

OR

Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an

evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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.

TO APPLY

If you qualify, **please submit a letter of interest, transcripts (if applicable), and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit

LWDJobPostings@dol.nj.gov

Subject line must include the specific job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

☐ **I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ **I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? ☐ Yes ☐ No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.