



# State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Acting Administrator*

June 26, 2020

## NOTICE OF JOB VACANCY #20-162

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Program Specialist 2  
(Community Relations Specialists)

**SALARY:** \$54,684.00 to \$77,418.81

**LOCATIONS:** Division on Civil Rights  
140 East Front Street  
Trenton, New Jersey 08625

OR

Division on Civil Rights  
31 Clinton Street, 3<sup>rd</sup> Floor  
Newark, NJ 07102

Division on Civil Rights  
1325 Boardwalk  
Atlantic City, NJ 08401

OR

Division on Civil Rights  
5 Executive Campus  
Cherry Hill, NJ 08034

**NUMBER OF POSITIONS AVAILABLE:** Four (4) – Location preference required for consideration

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination and preventing and eliminating discrimination and bias-based harassment in New Jersey. The Community Relations Unit seeks to prevent acts of discrimination and bias-based harassment through education and community engagement and to work directly with impacted communities after civil rights incidents occur. Under the direction of the Director of Community Relations, the Community Relations Specialists will work with stakeholders in various communities to plan conferences, town halls, programs and events to prevent bias and discrimination; develop programs responsive to different communities' and different stakeholders' needs; provide high quality presentations, workshops, trainings, and resources to members of the public; represent the Division at public forums and community events across the state; and respond in communities following major civil rights incidents, including through mediation, restorative justice practices, and community dialogue. As members of the Civil Rights Incident Response Team, this position will require some non-traditional business hours and travel within the State.

**DUTIES:** Community Relations Specialists will serve in the Civil Service title of Program Specialist 2; the Civil Service definition of the position and associated duties can be found in the job specification on the Civil Service Commission website at: <https://info.csc.state.nj.us/jobspec/64483.htm>

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey as Statewide travel is required for work responsibilities.

**PREFERENCE:** Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws, and a commitment to a New Jersey free of discrimination; strong relationships with community organizations working with people of color, LGBTQIA+ people, ethnic and religious minorities, people with disabilities, immigrants, and/or other Division stakeholders; experience mediating complex community conflicts and disputes; strong public speaking and presentation skills; strong diplomacy, listening, and people skills; experience planning conferences and events; experience in using technology to advance educational, advocacy, or outreach efforts.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

**If qualified, please send a cover letter indicating interest in job vacancy #20-162 with desired location preference, a current resume, and a writing sample (unedited by others), on or before the closing date of July 17, 2020 to:**

Recruitment Coordinator:  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

-OR-

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply

