



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

GURBIR S. GREWAL  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Acting Administrator

June 26, 2020

### NOTICE OF JOB VACANCY #20-168

An opportunity currently exists 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 3  
(Community Relations Lead Mediator)

**SALARY:** \$68,635.84 to \$97,643.83

<b>LOCATIONS:</b> Division on Civil Rights Community Relations Unit 140 East Front Street Trenton, New Jersey 08625	<b>OR</b>	Division on Civil Rights Community Relations Unit 31 Clinton Street, 3 <sup>rd</sup> Floor Newark, NJ 07102
Division on Civil Rights Community Relations Unit 1325 Boardwalk Atlantic City, NJ 08401	<b>OR</b>	Division on Civil Rights Community Relations Unit 5 Executive Campus Cherry Hill, NJ 08034

*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1) - Location preference required for consideration.

**DUTIES:** 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 Lead Mediator will respond in communities following major civil rights incidents, including through mediation, restorative justice practices, and community dialogue, and will train and work with other Community Relations Specialists to do the same. The Lead Mediator will also develop programs responsive to different communities' and different stakeholders' needs; provide high quality presentations, workshops, trainings, and resources to members of the public; and represent the Division at public forums and community events across the state. As a member of the Civil Rights Incident Response Team, this position will require some non-traditional business hours and travel within the State; will perform other related duties as required.

### 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 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.

**PREFERENCE:** Preference will be given to applicants with substantial experience in mediating complex community conflicts and disputes; experience with trauma informed practices; 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; strong public speaking and presentation skills; strong diplomacy, listening, and people skills.

**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 may result in your ineligibility.

**If qualified, please send a cover letter indicating interest in job vacancy #20-168 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.

