



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
POST OFFICE BOX 7068
WEST TRENTON, NJ 08628-0068
(609) 882-2000

MATTHEW J. PLATKIN
Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

July 19, 2024
NOTICE OF JOB VACANCY
#DSS 01-24S

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees only, with permanent status, who meet the requirements listed below:

TITLE: Program Specialist 2
SALARY: \$62,164.36 - \$88,009.21 (NE)
LOCATION: Division Staff Section
Personnel Bureau
Selection Process Unit
Division Headquarters
West Trenton NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

SPECIAL NOTE: An incumbent in this class conducts in-depth analysis, reviews program proposals, evaluates and monitors program activities, and prepares recommendations aimed at developing, implementing, or modifying programs. Tasks are assigned; incumbents at this level have greater responsibility and latitude to organize assignments and may recommend methods needed to achieve objectives. Incumbents may provide guidance to lower-level staff

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.

EXPERIENCE: Six (6) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services. **OR** Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience. **OR** Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.

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.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented in the 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 interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of August 1, 2024 to:

NJSPPresumes@njsp.gov

-OR-

*Lavonda Wright, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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. 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.



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