



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

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

JOB VACANCY ANNOUNCEMENT

POSTING #: DSS 01-24S Program Specialist 2	ISSUE DATE: June 12, 2025	CLOSING DATE: June 26, 2025
SALARY RANGE: \$62,164.36-\$88,009.21	WORK WEEK: NE	# OF VACANCIES: Two (2)
LOCATION: Division Staff Section, Training Bureau, Selections Process Unit, Division Headquarters, West Trenton NJ 08628		CLASS OF SERVICE: Competitive
OPEN TO		
Current State employees who are permanent in a competitive title, or Civil Service Commission approved non-competitive title, who meet the requirements listed below.		
JOB DESCRIPTION		
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		
EDUCATION: 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.		
BENEFITS		
<ul style="list-style-type: none">• Health and Dental Benefit Plans• Prescription Drug Plan• Vision Care Reimbursement• Deferred Compensation• 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days• 13 Paid Holidays		<ul style="list-style-type: none">• Telework available for some positions• Flexible and Health Savings Accounts• Public Student Loan Forgiveness• Paid Leave for Military Training• Alternate Work Week (AWP) available for some positions• Retirement Plans
FILING INSTRUCTIONS		
If interested, please send an email indicating the title and posting # in the subject line. Applicants must include a current resume, copy of unofficial transcripts (this is required if using education to qualify), and any applicable licenses or certifications by the closing date to: NJSPresumes@njsp.gov		
Resume Note: Eligibility determinations will be based on information presented in the resume only. Applicants who possess foreign degrees (earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency by the closing date. Failure to do so will result in ineligibility.		

