

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0057

**ISSUE DATE:** August 1, 2016

**TITLE:** Program Specialist Trainee

**CLOSING DATE:** August 15, 2016

**DIVISION/UNIT:** Codes and Standards / Director's Office

**LOCATION:** DCA Building, 101 S Broad Street, Trenton

**SALARY RANGE:** P95: \$41230.15

**POSITION(S):** 2

**DISTRIBUTION:** Statewide

**DESCRIPTION OF MAJOR DUTIES:**

Under the close supervision in the Director's Office, the Program Specialist Trainee will learn all the tasks associated with staffing a board, including assisting in the preparation of the meeting agenda, writing meeting minutes, and preparing other meeting materials. The Program Specialist Trainee will learn the process for drafting administrative regulations from the initial concept through working drafts, final drafts, publication as a proposal, responding to public comments, and preparation and publication of the adoption. The Program Specialist Trainee will assist in the professional, administrative, and analytical work to assist in the planning, operation, implementation, monitoring and/or evaluation of the Division of Codes and Standards' regulatory programs, which are designed to ensure public safety, health and welfare. The Program Specialist Trainee must be able to work independently and also as part of a team, and will complete assignments which will provide practical Program Specialist experience; does other related work, as required.

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**REQUIREMENTS**

**EDUCATION:**

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

**NOTE:** 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 essential duties of the position

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**ADVANCEMENT:**

Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0057  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**