



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	137-24	<b>ISSUE DATE:</b>	3-25-2024	<b>CLOSING DATE:</b>	4-8-2024
<b>TITLE:</b>	Program Specialist 3 Social/Human Services				
<b>LOCATION:</b>	Division of Developmental Disabilities Office of Housing and Resource Development	<b>RANGE:</b>	R26		
		<b>SALARY:</b>	\$75,386.19 - \$107,247.18		
	Any Regional Office	<b>UNIT SCOPE:</b>	K415		
<b>OPEN TO:</b>	Lateral Opportunity- Open to current State of New Jersey Employees permanent as a Program Specialist 3 Social/Human Services				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the direction of a Program Specialist 4, Social/Human Services, or other supervisory officer in a State department or agency, directly supervises professional and/or technical staff engaged in program activities; perform the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.				
<b>SPECIAL NOTE:</b>	An incumbent in this class conducts in-depth analysis, reviews program proposals, evaluates and monitors program activities, and/or prepares recommendations aimed at developing, implementing, or modifying social/human services programs. Incumbents review proposed draft regulatory changes for fiscal or programmatic impact and make recommendations regarding the development and revision of agency policies based on changes to State and federal laws and regulations. Incumbents handle the more sensitive and complex program issues and act as a subject matter expert. Assignments at this level are broadly defined; incumbents are expected to determine the methods needed to achieve objectives. May supervise staff engaged in program activities.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p><b>NOTE:</b> 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.</p> <p>Seven (7) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p><b>OR</b></p> <p>Possession of a master's degree from an accredited college or university in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare; and two (2) years of the above-mentioned professional experience</p>				
<b>SPECIAL NOTE:</b>	<b>NOTE:</b> "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.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>NOTE:</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <b>Telework:</b> This position may be eligible to participate in the Department's pilot "<a href="#">Telework Program</a>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <b>SAME Applicants:</b> If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be</p>				

submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.

**FILING INSTRUCTIONS**

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE,  
ELECTRONICALLY TO: [DDD-CO.Resumes@dhs.nj.gov](mailto:DDD-CO.Resumes@dhs.nj.gov)

You **must** include the Job **Posting #**, and **Last Name** in the **subject line** of your email. **Example: (123-22, Smith)**

**New Jersey Department of Human Services is an Equal Opportunity Employer**