



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR19-0084 **ISSUE DATE:** September 11, 2019

**TITLE:** Program Support Specialist 2 (Assistance Programs) **CLOSING DATE:** September 25, 2019

**DIVISION/OFFICE/UNIT:** Department of Community Affairs/LIHEAP

**LOCATION:** DCA Building, 101 South Broad Street, Trenton, 5<sup>th</sup> Floor

**NUMBER OF POSITIONS:** 2 **SALARY RANGE:** P24: \$61,416.68 - \$87,189.17

- OPEN TO:**
- Department-Wide (Department of Community Affairs Employees ONLY)
  - All Departments/Agencies (State Employees with permanent status ONLY)
  - General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:** Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; does other related work as required.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Two (2) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

**PREFERED EXPERINCE:**

Two (2) years of experience working with energy assistance programs that are required to income qualify beneficiaries. Experience with grant reporting, fiscal programmatic oversight and compliance with regulations.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree from an accredited college or university in Public or Business Administration, one of the social sciences or other discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

**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.

- A promotable eligible exists within the unit scope.
- A promotional list exists within the unit scope.
- An open competitive list exists.

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

New Jersey Department of Community Affairs  
Office of Human Resources  
**HR19-0084**  
101 South Broad Street  
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 based on resume*

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

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