



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	073-19	ISSUE DATE:	June 24, 2019
TITLE:	PROGRAM SPECIALIST TRAINEE	CLOSING DATE:	July 8, 2019
LOCATION:	Department of Children and Families Division of Family and Community Partnerships 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P 95
DISTRIBUTION:	STATE-WIDE	SALARY:	\$42,895.85- \$44,835.21

SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.

DEFINITION: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

REQUIREMENTS

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

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.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - 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.

Electronic Filing:

Forward a cover letter and resume electronically to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Assistant Director of Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717