



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: NHRDFW-2019-03

☐ DIVISION/PROGRAM

☐ DEPARTMENT

☒ STATEWIDE

TITLE: Program Specialist Trainee

SALARY: (P95) \$42,895.85 (Non-Negotiable)

OPENING DATE: December 28, 2018

CLOSING DATE: January 17, 2019

EXISTING VACANCIES: Two (2)

WORKWEEK: NE (35 Hour) Workweek

PROGRAM/LOCATION:

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Division of Fish and Wildlife
Bureau of Marine Fisheries
Nacote Creek Research Station
360 North New York Road
Port Republic, NJ 08241

DESCRIPTION: 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.

SPECIFIC TO THE POSITION: Under close supervision of a supervisory official in the NJ Marine Fisheries Administration (MFA), performs a variety of professional, administrative, and analytical tasks necessary for successful planning, operation, implementation, monitoring and/or evaluation of MFA programs. Tasks may include analyzing the socio-economic conditions of MFA resources and stakeholder segments; assisting with MFA regulatory and licensing program work, which is designed to ensure wise use and protection of the environment and New Jersey's natural marine resources; drafting and updating applicable environmental regulatory language; performing budgetary analysis including researching and identifying appropriate grant/funding sources; preparation of grant proposals and budgetary reports; and assisting with program evaluations or audits to ensure compliance with regulations and/or contract terms; completes assignments which provide practical Program Specialist experience; does other related duties. Positions may require occasional field work. **NOTE:** Preference may be given for degrees or training in one of the Biological Sciences or Environmental Policy or Planning.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a bachelor's degree. **NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Failure to comply with this requirement may result in ineligibility.

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.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted solely based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

NOTE: If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SCOPE OF ELIGIBILITY: Open to candidates who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Nancy Fury
Assistant Commissioner's Office
Natural and Historic Resources Program
PO Box 420; Mail Code 501-03
Trenton, NJ 08625-0420
E-mail Address: NHRDFW.Resumes@DEP.NJ.Gov
Fax Number (609) 984-1414

POSTING AUTHORIZED BY:

Phiroza Stoneback, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer