New Jersey Department of Environmental Protection
Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: F&W-2022-3

Open to: General Public

Workweek: NE (35-hour) Workweek

Salary: (P95) $46,431.86 (Non-Negotiable)

Opening Date: 7/6/2022

Closing Date: 7/27/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Fish and Wildlife
Bureau of Information and Education
26 Route 173 West
Hampton, NJ 08827

Scope of Eligibility: Open to applicants who meet the requirements below.

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: Assist in the implementation of the Department’s non-lethal bear management strategy to educate the public regarding New Jersey’s black bears and ways to avoid conflicts with bears. Tasks will include working with a professional marketing agency on a digital outreach campaign to ensure the bear safety message is conveyed statewide; developing a new comprehensive black bear safety curriculum for teachers; working directly with DEP’s Office of Local Government Assistance to provide guidance on how to reduce bear conflicts in municipalities; working directly with the DEP Bureau of Solid Waste Planning and Licensing to develop a comprehensive program to reduce issues with bears related to garbage management; providing educational programs and exhibits on bear safety to schools, scout groups, campgrounds, and municipalities when necessary and developing literature and web information related to black bear safety.

Requirements

Education: Graduation from an accredited college or university with a Bachelor’s degree.
NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

License: Appointee 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.

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 per 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 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.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran’s Preference: To qualify for New Jersey Veteran’s Preference/status, you must establish Veteran’s Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veteran’s Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
   Nancy Fury
   Fish and Wildlife
   E-mail Address: FW.Resumes@dep.nj.gov
   Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By:
   Phiroza Stoneback, Manager
   Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.