State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Vacant
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	405-26	**ISSUE DATE:**	10/22/2026	**CLOSING DATE:**	11/5/2026
TITLE:	Program Support Specialist 2, Assistance Programs				
LOCATION:	Division of Medical Assistance and Health Services Office of Customer Service – Transportation Broker Services Monitoring Unit (TBSMU) 200 Metroplex Drive Edison, NJ 08817	**RANGE:**	P24		
		SALARY:	$76,286.63 - $111,856.03		
		UNIT SCOPE:	K250		
		SERV. CLASS:	Competitive		
OPEN TO:	Current *Division Employees* *with* Underlying Permanent Status				

DESCRIPTION

DEFINITION:	Under the limited supervision 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; may take the lead over lower level staff; does other related work as required.
SPECIAL NOTE:	An Incumbent in this tittle assumes responsibility for projects related to NEMT including researching issues, utilizing data to identify potential problems, storage of findings and problem resolutions. Identifies issues and investigates potential solutions. Presents findings in writing, reviews regulations and statutory laws to ensure compliance. Creates power point presentations, graphical analysis and clinical research as directed. Ensure all documentation is properly maintained for auditing purposes.

REQUIREMENTS

REQUIREMENTS:	NOTE: 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. Six (6) years of professional 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. OR Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience. OR Possession of a master's degree in social work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and one (1) year of the above-mentioned professional experience.
SPECIAL NOTE:	An incumbent in this class evaluates and monitors NEMT program activities, conducts in-depth analysis, reviews and monitor program functions, and reviews recommendations aimed at development, implementing or resolving program deficiencies. An incumbents at this level have greater responsibilities and are expected to provide guidance to lower level staff.
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.

IMPORTANT NOTICES

FOREIGN DEGREES:	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.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ. 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. The State of New Jersey does not provide sponsorships for citizenship to the United States.

DRUG SCREENING:	If you are a candidate for a position with DHS, 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 its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", 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.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DHS-CO.Resumes@dhs.nj.gov

You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: (123-25, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer