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 #:	421-26	**ISSUE DATE:**	11/2/2026	**CLOSING DATE:**	11/16/2026
TITLE:	Program Support Specialist 2, Quality Control				
LOCATION:	Division of Medical Assistance and Health Services Bureau of Quality Control 7 Quakerbridge Plaza Hamilton, NJ 08619	**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 Program Support Specialist 3, Quality Control or other supervisory official in the Department of Human Services, is responsible for performing quality control audits of complex eligibility determinations for state and federal assistance programs and implementing controls to reduce fraud and abuse; may take the lead over lower-level staff in the unit; does other related duties as required. NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.
SPECIAL NOTE:	Examples of quality control activities include verifying the eligibility determination of the eligibility determining agency.

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 responsible for providing social services or financial assistance for its clients, primary responsibility being monitoring or auditing social or human services programs, services, or client eligibility; or developing and implementing internal control systems and quality control programs; or performing other quality control activities. **NOTE:** Examples of programs are: Aged, Blind and Disabled (ABD) program, Children's Health Insurance Program (CHIP), Presumptive Eligibility (PE), and Specified Low Income Medicare Beneficiary (SLIMB). **NOTE**: Examples of quality control activities are: reviewing cases to ensure eligibility has been determined properly; validating documents; verifying recipients are receiving aid they are supposed to be receiving; investigating reports of assets, income, etc. to confirm a recipient should be receiving benefits based on the information they provided on their application, etc. **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. **NOTE**: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.
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