



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	291-25	ISSUE DATE:	9/25/2025	CLOSING DATE:	10/9/2025
TITLE:	Program Support Specialist Trainee				
LOCATION:	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625 Or 153 Halsey Street Newark, NJ 07102	RANGE:	P95		
		SALARY:	\$61,510.13 - \$64,340.11		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under the close supervision of a Program Support Specialist 3, Quality Control, Program Support Specialist 3, Assistance Programs, or other supervisory official in a state department, institution, or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to maintain, monitor, and/or implement client services/assistance programs; does other related duties required.				
SPECIAL NOTE:	Data and Policy Analyst				
	<p>The Data and Policy Analyst will support the Office of New Americans in all data and policy analysis needs across their programs and initiatives. Under close supervision of the Director, key responsibilities include ONA programmatic data collection and analysis; and policy analysis for all programs, including refugee health and support services data, legal services reporting data, and overall ONA data that tracks populations being served by the office for purposes of reporting, budgeting, and general program benchmarks and oversight.</p> <p>Job duties will include but not limited to:</p> <ul style="list-style-type: none">• Maintains program related databases, including the New Jersey's Refugee Health Tracking System (RHTS), and data bases for Refugee Support Services, and legal services programs. Lead data management and/or database creation to streamline data received by ONA program staff from grantees and other vendors/partners. Ensures data is organized and analyzed as needed.• Supports the refugee program by extracting information on new arrivals from the CDC Electronic Disease Notification system and tracking it internally and creating files in the RHTS. Elevates noteworthy information as needed from EDNs to the AD/SRC & SRHC.• Assists Refugee Support Services and Refugee Medical Assistance/Domestic Medical Screenings with federal reporting requirements using program data systems as needed.• Supports ONA program staff in answering vendor reporting inquiries and providing technical oversight and analysis of their data.• Closely monitors data trends of New American populations, running a variety of regular reports for analysis with the aim of identifying trending case issues by population, local provider, or other factors as needed. This includes monitoring changes in demographics and program trends.• Monitors policy trends and changes on federal immigration policy, including those that may impact state programs. Analyzes policy impacts and assesses impact to state programs and services, and to new Americans in the state.• Takes on special research projects, as assigned by the ONA Director, including data research on immigrant populations, including refugee data, trend, needs/data analysis for strategic planning including budget management, operations initiatives. <p>*** Bilingual in any language(s) in addition to English is preferred but not required.</p>				
REQUIREMENTS					
REQUIREMENTS :	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.				
	Four (4) years of professional experience relevant to the position.				
	NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.				
	OR				
	Possession of a bachelor's degree from an accredited college or university.				

SPECIAL NOTE:	"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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	
NOTE FOR 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:	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.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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 to proceed with the testing.
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * Telework: This position may be eligible to participate in the Department's pilot "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.
SAME PROGRAM APPLICANTS:	SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer