



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 #:	301-25	ISSUE DATE:	9/30/2025	CLOSING DATE:	10/14/2025
TITLE(S):	Program Specialist 1, Social/Human Services Program Specialist 2, Social/Human Services				
LOCATION:	Division of Developmental Disabilities Office of Housing & Resource Development Program Development & Housing Subsidy	RANGE:	Program Specialist 1, Social/H.S.- P18 Program Specialist 2, Social/H.S.- P21		
	Newark, Flanders, Green Brook, Freehold, Trenton or Voorhees Offices	SALARY:	Program Specialist 1, Social/H.S.- \$56,253.35 - \$81,896.85 Program Specialist 2, Social/H.S.- \$64,340.11 - \$94,061.71		
		CLASS OF SERVICE:	Competitive		
OPEN TO:	Current <u>Department/Division/NJ State Employees</u> with Underlying Permanent Status in a Competitive Title				
DESCRIPTION					
DEFINITION:	<u>Program Specialist 1, Social/Human Services</u> Under the close supervision of a Program Specialist 3 or 4, Social/Human Services, or other supervisory officer in a State department or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs designed to improve the medical, social or other circumstances of the client population served; does other related duties as required.				
	<u>Program Specialist 2, Social/Human Services</u> Under the direction of a Program Specialist 3 or 4, Social/Human Services, or other supervisory officer in a State department or agency, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; does other related duties as required.				
SPECIAL NOTE:	<u>Program Specialist 1, Social/Human Services</u> An incumbent in this class conducts analysis, assists in the review of program proposals, assists in evaluating and monitoring program activities, and/or prepares recommendations aimed at developing, implementing or modifying social/human services programs. Tasks are assigned and performed according to supervisory instructions and oversight.				
	<u>Program Specialist 2, Social/Human Services</u> An incumbent in this class conducts in-depth analysis, reviews program proposals, evaluates and monitors program activities, and prepares recommendations aimed at developing, implementing, or modifying social/human services programs. Tasks are assigned; incumbents at this level have greater responsibility and latitude to organize assignments and may recommend methods needed to achieve objectives. Incumbents may provide guidance to lower level staff.				
REQUIREMENTS					
REQUIREMENTS:	<u>Program Specialist 1, Social/Human Services</u> 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. Five (5) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. OR Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience. OR Possession of a master's degree from an accredited college or university in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare.				
	<u>Program Specialist 2, Social/Human Services</u> 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 planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.				
	OR				

	<p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree from an accredited college or university in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare; and one (1) year of the above-mentioned professional experience.</p>
SPECIAL NOTE:	<p><u>Program Specialist 1, Social/Human Services</u></p> <p>"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.</p> <p><u>Program Specialist 2, Social/Human Services</u></p> <p>"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.</p>
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:	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 are being considered requires drug testing and how to proceed with the testing.
TELEWORK:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", 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.</p>
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	
<p>FORWARD <u>RESUME</u> AND COPY OF <u>TRANSCRIPT(S)</u> (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov</p> <p>You must include the <u>Job Posting #</u>, <u>Title</u> and <u>Last Name</u> in the subject line of your email. Example: (123-22, Clerk Typist, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer