



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING NUMBER		317-23		ISSUE DATE	5/24/2023	CLOSING DATE	6/7/2023
TITLE		Program Specialist 2 Social Human Services					
LOCATION		Division of Mental Health and Addiction Services Planning, research, Evaluation, Prevention, & Olmstead Unit 5 Commerce Way, Hamilton, NJ 08690		RANGE	P21		
				SALARY	\$58,031.09 - \$82,157.57		
OPEN TO		Current State Employees					
DEFINITION		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.					
REQUIREMENTS							
EDUCATION		Graduation from an accredited college or university with a Bachelor's degree					
EXPERIENCE		Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.					
NOTE		Applicants who do not possess the required education may substitute additional experience on a year-for-year basis. A Master's degree 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 may be substituted for one (1) year of experience.					
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.					
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 NOTICE							
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.					
NOTE(S)		* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : 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. * <u>Covid Screening</u> : Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening. * <u>SAME Applicants</u> : 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: SAME@csc.nj.gov , or call CSC at (833) 691-0404.					
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.					

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: DHS-HRAdmin.Resumes@dhs.nj.gov
You must include the Job **Posting #**, and **Last Name** in the subject line of your email. Example: (123-22, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer