



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahisha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

<b>JOB POSTING #:</b>	545-23	<b>ISSUE DATE:</b>	9/22/23	<b>CLOSING DATE:</b>	10/6/23
<b>TITLE:</b>	Government Representative 1 (Unclassified)				
<b>LOCATION:</b>	Division of Disability Services 11A Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	X98		
		<b>SALARY:</b>	Salary is commensurate with education and experience		
		<b>UNIT SCOPE:</b>	K840		
<b>OPEN TO:</b>	Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the supervision of a supervisory official within the Division of Disability Services, the Special Projects Coordinator is responsible for coordinating and implementing data driven outreach campaigns; maintaining Division website(s) and listserv; producing Division publications and other promotional materials across various mediums (including social media, print and electronic) in coordination with the Department's Communications team; serving as the language access coordinator; supporting and executing strategic initiatives and special projects aligned with the Division and Department's priorities and goals.				
<b>NOTE:</b>	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.				
<b>REQUIREMENTS</b>					
<b>EDUCATION:</b>	Graduation from an accredited college or university with a Bachelor's degree.				
<b>EXPERIENCE:</b>	Five (5) years experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization.				
<b>NOTE:</b>	Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	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.				
<b>NOTE:</b>	* 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 " <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. * <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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:SAME@csc.nj.gov">SAME@csc.nj.gov</a> , or call CSC at (833) 691-0404.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:DHS-HRAdmin.Resumes@dhs.nj.gov">DHS-HRAdmin.Resumes@dhs.nj.gov</a> You must include the Job <b>Posting #</b> , and <b>Last Name</b> in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer