



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 76-23

Posting Period: From 07/12/2023 To 07/26/2023

Title: Program Specialist 2 (Lead Counselor)

Salary: (P21) \$58,031.09 - \$82,157.57

Number of Vacancies: 1

Workweek: NE

Program: Youth Challenge Academy

Work Location: NJ National Guard Training Center,
100 Camp Drive, Sea Girt, NJ 08750

Scope of Eligibility: Open to current NJ Department of Military and Veterans Affairs permanent employees in a competitive title and permanent NJ State employees in a competitive title who meet the requirements listed below. Selection will be made from among the best qualified.

NOTE: All successful candidates will be required to undergo and pass a criminal and sex offender background check prior to the start date of employment.

Job Description: Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, 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 evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.

Civil Service Commission 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 agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans' Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.