



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 23, 2021 NOTICE OF JOB VACANCY #21-150

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Program Specialist 2

SALARY: \$54,684.00 to \$77,418.81

LOCATION: Division on Civil Rights
Strategic Initiatives & Enforcement Unit
31 Clinton Street, 3rd Floor
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Chief of Strategic Initiatives and Enforcement, the Policy Advisor for the Strategic Initiatives and Enforcement Unit will assist in the development and execution of policy, legal, and regulatory strategies and public education initiatives to enforce and expand civil rights protections for all New Jersey residents. This includes surveying and researching policy initiatives from around the country to inform the Division's policy initiatives and strategic planning; recommending updates to the Law Against Discrimination, the New Jersey Family Leave Act, and regulations; monitoring media for civil rights issues and developments; suggesting policy initiatives for the Division's consideration; conducting legal and social science research to support the implementation of initiatives; analyzing civil rights data and incorporating findings into written materials; researching and drafting memoranda on civil rights issues; monitoring, reviewing, and suggesting the Division's position on New Jersey legislation affecting civil rights; assisting in drafting public education and outreach materials, such as reports, guidance documents, fact sheets, presentations, and flyers regarding cutting-edge civil rights issues; working closely with legal specialists and the Division of Law on Director-initiated investigations into systemic civil rights violations; assisting in the supervision of interns working on policy initiatives; performing related work 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 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: 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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with strong knowledge of, commitment to, and experience with civil rights laws enforced by the Division and/or other federal and state civil rights' laws; a strong commitment to a New Jersey free of discrimination; excellent research and writing skills; excellent communication skills, both orally and in writing; ability to promote the mission and vision of the Division, set and attain goals, think creatively and innovatively, and plan strategically; a demonstrated ability to lead, plan, organize, and direct timely and effective outcomes; and an ability to analyze complex problems and recommend and implement effective solutions.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-150 and a current resume on or before the closing date of May 23, 2021 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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

