



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrator Officer

September 12, 2022
NOTICE OF JOB VACANCY
#22-178

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Program Specialist 2
SALARY: \$56,893.23 to \$80,546.58
LOCATION: Division of Administration
Office of Equal Employment Opportunity
Station Plaza, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the limited supervision of the Director/Deputy Director or other supervisory personnel in the Office of Equal Employment Opportunity, will facilitate, implement and deliver individual and group instruction and training on the EEO Policy and related subject matters. The specialist will design and implement engaging training curricula that may be tailored to the specific training needs of the Department; will select, develop or recommend training aids, demonstration models, multimedia visual aids, tutorials and reference works. In furtherance of this goal, the specialist will also conduct interviews. Additionally, the specialist will maintain records of training and development activities and attendance; evaluate program effectiveness and use evaluation data to revise or recommend changes in instructional objectives or methods; oversee general administrative duties such as coordinating enrollment, scheduling training times and locations, and perform other functions required to deliver and document the training; does other related work.

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 New Jersey.

SPECIAL NOTE: Current Department of Law and Public Safety employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

PREFERENCE: Preference will be given to applicants with knowledge of state and federal civil rights laws and the EEO Policy. The applicant should have excellent verbal and written communication skills, along with strong presentation skills. Other preferred criteria include the ability to conduct legal research; adeptness with a variety of multimedia training platforms and methods; ability to design and implement effective training through research, and strong organizational and interpersonal skills.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-178 and a current resume on or before the closing date of September 26, 2022 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.

