



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

August 5, 2022 NOTICE OF JOB VACANCY #22-371

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

TITLE: Program Specialist 2

SALARY: \$58,031.09 to \$82,157.57

LOCATION: Office of the Attorney General
Office of Diversity, Equity, and Inclusion
25 Market Street
Trenton, NJ 08625

OR

Office of the Attorney General
Office of Diversity, Equity, and Inclusion
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required.

DUTIES: Under the limited supervision of the Chief, Office of Diversity, Equity, and Inclusion (ODEI), Department of Law and Public Safety (Department), or other supervisory official, will be responsible for planning, coordinating, implementing, and evaluating various programs and initiatives administered by the ODEI, including trainings and cross-cultural education and awareness, content development for diversity observances and employee engagement initiatives, existing and expanding Employee Resource Groups (ERGs) and the Department's Diversity Council, working closely with other members of the ODEI team and across our divisions as well as externally as needed. Responsibilities may include giving presentations, supporting outreach, professional recruitment, talent acquisition and/or talent management activities, and facilitating education/training workshops or programs. Reviews, analyzes and prepares written materials such as letters, reports, correspondence and other documents related to ODEI's programs and activities. Does other related work as required. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

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 necessary to perform the essential duties of the position.

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 who have: demonstrated two (2) years of experience in fostering diversity and inclusion in an organizational setting, as well as to those applicants with strong written and oral skills, including experience with group presentations and facilitating training. Proficiency in Microsoft Office applications including Excel and PowerPoint is preferred.

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 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 may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-371 with desired location preference (required) and a current resume on or before the closing date of August 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.

