



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
WEST TRENTON, NJ 08628-0068  
(609) 882-2000

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ANDREW J. BRUCK  
*Acting Attorney General*

PATRICK J. CALLAHAN  
*Colonel*

**July 27, 2021**  
**NOTICE OF JOB VACANCY**  
**#DHRS 12-21S**

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees only, with permanent status, who meet the requirements listed below:

**TITLE:** Program Specialist 2  
**SALARY:** \$55,777.68 - \$78,967.17 (NE ww)  
**LOCATION:** Division of State Police  
Division of Human Resources Section  
Personnel Bureau  
Selection Process Unit  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** One (1)

**DUTIES:** 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.

### **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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in the 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 interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of August 9, 2021 to:***

[NJSPResumes@njsp.org](mailto:NJSPResumes@njsp.org)

**-OR-**

*Lavonda Wright , Manager 1  
Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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. 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.



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