



State of New Jersey

Department of Human Services

Philip Murphy
 Governor
Tahesha L. Way
 Lt. Governor
Sarah Adelman
 Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	021-25	ISSUE DATE:	1/23/2025	CLOSING DATE:	2/23/2025
TITLE:	Program Support Specialist Trainee				
LOCATION:	Department of Human Services Office of New Americans 222 S. Warren Street Trenton, NJ 08625	RANGE:	P95		
		SALARY:	\$59,430.08 - \$62,164.36		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under the close supervision of a Program Support Specialist 3, Quality Control, Program Support Specialist 3, Assistance Programs, or other supervisory official in a state department, institution, or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to maintain, monitor, and/or implement client services/assistance programs; does other related duties required.				
SPECIAL NOTE:	<p>Responsibilities: Language Access Specialist</p> <p>The Department of Human Services was designated in the NJ Language Access Law as one of the lead agencies responsible for its implementation. The Language Access Specialist will support the Statewide NJ Language Access Program housed in the Office of New Americans. Under close supervision of the Statewide Language Access Program Manager, this position will have as key responsibilities providing general support and interface with all state agencies to facilitate planning, implementation, monitoring and evaluation of departmental language access plans in order to comply with the New Jersey Language Access Law, as well as relevant federal laws and regulations.</p> <p><i>Job duties will include but not limited to:</i></p> <ul style="list-style-type: none"> • Support Language Access Program Manager in the implementation of the Statewide Language Access Program • Facilitate engagement and coordination with other lead agencies, support the communication with and between state agencies, and or stakeholders as needed. • Research language access standards, trends and best practices; review census data for changes and updates to language access data, guidance and standards; support the development and drafting of guidance, policies, and protocols as directed by the Language Access Program Manager. • Draft and maintain language access trainings and materials for the utilization of all agencies, with the guidance of the Language Access Manager. • Coordinate trainings and support for Language Access Manager and Language Access Coordinators as needed; develop templates to ensure uniformity across all state agencies. • Prepare meeting agendas and draft presentations, guides, toolkits and job aid as needed. • Assist in outreach and engagement activities with the community to bring information on trends, best practices and information to the Language Access Program as needed. • Serve as support for any vendor engagements and quality assurance processes as needed • Promote best practices to ensure all language access plans are up to date with state and national standards. Complete other projects to support Statewide Language Access Program initiatives. <p>***Bilingual in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.</p>				
REQUIREMENTS					
REQUIREMENTS:	<p>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Four (4) years of professional experience relevant to the position.</p> <p>NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university.</p> <p>NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p>				
SPECIAL NOTE:	<p>ADVANCEMENT: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to one of the following titles: Program Support Specialist 1, Assistance Programs or Program Support Specialist 1, Quality Control in accordance with the New Jersey Civil Service Commission procedures.</p> <p>The inability of an employee in this trainee title to attain a level of performance warranting advancement to one of the titles</p>				

	listed above shall be considered as a cause for separation.
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.
IMPORTANT NOTICES	
NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <i>Telework:</i> This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
SAME PROGRAM APPLICANTS:	SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer