



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 142 - P	ISSUE DATE: October 16, 2023	CLOSING DATE: November 6, 2023
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TITLE: Program Specialist Trainee	OPEN TO: General Public
DIVISION: Office of the Ombudsman for Individuals with Intellectual or Developmental Disabilities and Their Families (OOIIDD)	TITLE CODE: 64491 RANGE: P 95
	WORKWEEK: NE (35 hours)
LOCATION: 101 S. Broad Street, 2nd Floor, Trenton, NJ	SALARY RANGE: \$46,431.86 - \$48,531.07

JOB DESCRIPTION

The Office of the Ombudsman for Individuals with Intellectual or Developmental Disabilities and Their Families (OIIDDTF) is responsible for providing support to hundreds of thousands of New Jerseyans of all ages and in all parts of the State. This includes people with disabilities who are formally enrolled in a publicly funded program as well as those who live outside the State's system of care.

The Program Specialist Trainee (Constituent Relations Coordinator) will learn to process and catalogue the Office's intake of information. Duties include handling requests for information and assistance as well as questions and concerns from individuals, families and other members of the public, who contact the office by phone, by mail (electronic and postal) and through social media platforms, including the website; providing individuals, families and other members of the public baseline information about the role of the office and other similar resources; supporting the Intake Manager with database (Salesforce CRM) development and maintenance; supporting the Outreach Manager with website and social media content creation/posting, preparing and coordinating the distribution of promotional materials; routing incoming requests, questions and concerns to senior staff; assisting the Ombudsman and Deputy Director with additional administrative tasks; and performs other related duties as required.

The standard workweek is Monday through Friday. 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. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree.

Preferred Background: Degree Psychology, Social Work, Disabilities Studies or Public health Concentrations; proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, MSTeams); experience with databases and social media; personal or professional experience with disability challenges. Fluency in Spanish or other languages.

License: Appointee 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.

Trainee Titles Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.



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IMPORTANT NOTES

**SAME
Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

**Veteran's
Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For information, visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign
Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work
Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00pm on November 6, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 142 - P - Program Specialist Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer