



**State of New Jersey**  
DEPARTMENT OF COMMUNITY AFFAIRS

**UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026**

**POSTING NUMBER:** HR24-0144

**ISSUE DATE:** 7/30/2024

**TITLE:** Program Specialist 2

**CLOSING DATE:** 8/27/2024

**DIVISION / OFFICE / UNIT:** Disaster Recovery and Mitigation / Operations

**LOCATION:** Trenton, NJ

**SALARY RANGE:** P21: \$62,164.36 - \$88,009.21

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

Responsible for performing complex and sensitive administrative, analytical and professional work to promote the planning, operation, implementation, monitoring and evaluation of Community Development Block Grant Disaster Recovery (CDBG-DR), FEMA Programs and related services administered by DCA-DRM. Participates in the development and implementation of department/agency initiatives related to CDBG-DR and FEMA funding. Monitors production and performance of sub-recipients and contractors; and prepare updates and status reports for a variety of internal and external audiences. Monitors expenditure of program funds; oversee the allocation and use of recovery program funds in observance of federal and state statutory requirements, regulations and policies, to assist homeowners impacted by federal disasters. Reviews proposed draft regulatory changes for programmatic impact; provides recommendations regarding the development and revision of department policies based on changes to State and federal laws and regulations. Conducts research, including the collection and analysis of data, necessary to assess and enhance the operational efficiency of disaster recovery programs and division operations; conduct periodic evaluations of programs, and provide recommendations for improvement. Generate and send official program notifications to applicants at various points in the application process. Manage special projects and collect data for analysis and Program review. Conduct desk references of eligibility for applicants based on accessing public records and compiling necessary information for a complete review. Review and oversee the creation and execution of grant agreements. Oversee a small team to conduct project based services for senior leadership to include but not limited to financial analysis, flood mapping, and general applicant information. Assist with payment processing and invoice review. Prepare cost support sheets and interaction with other teams to discuss analysis.

**REQUIREMENTS**

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

**EDUCATION/EXPERIENCE: REQUIREMENTS:**

NOTE: 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.

Six (6) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.

OR  
Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR  
Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**SPECIAL TRAINING: ..**

**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.

**ADDITIONAL NOTES:** The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. **DO NOT SUBMIT VIA THE DCA PORTAL.**

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0144  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. **UNLESS OTHERWISE EXEMPTED FROM THE LAW.**