



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Governor’s Fellow (Unclassified)	ANNOUNCEMENT #: 39-24	ISSUE DATE: 5/22/2024 CLOSING DATE: 6/14/2024
SALARY RANGE: \$75,000.00		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Office of the Secretary, 200 Riverview Plaza, Trenton, NJ 08625		

JOB DESCRIPTION

The New Jersey Department of Agriculture in collaboration with the Governor’s Office and the Civil Service Commission is seeking a Governor’s Fellow to assist in the review of existing policies and developing trends in agricultural sustainability and viability, climate change mitigation strategies, zoonotic disease, food security, and other related best practices; assist in the collection of research and data relative to agriculture; organizes, analyzes, and presents such data; assist with the preparation of specialized reports in accordance with established procedures and communications of outcomes to other areas of the Department’s activities; assist in the development of proposals to provide a basis for policy and program development relevant to the coordinating role of the Department of Agriculture; assist with the research of grant opportunities and preparation of grant applications; assists with establishing priorities of present and future programs and for the evaluation and interpretation of existing programs; assist with the collection of data and the preparation of annual budget requests.

REQUIREMENTS

EDUCATION & EXPERIENCE: Graduation from an accredited college or university with a bachelor’s or master’s degree and 1-year relevant work experience OR a combination of experience and education in a relevant field. In addition to the education, selection will also be based on a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may also be considered if they have successfully completed military service or long-term public service work with an organization such as AmeriCorps, Teach for America, or the Peace Corps. Other services will be considered on a case-by-case basis.

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. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

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.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, 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 an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

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 and the Fast Track Hiring program, please visit <https://nj.gov/csc/same/overview/index.shtml>, CSC-Same@csc.nj.gov, or call (609) 292-4144, option 3.

NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer