



New Jersey Department of Environmental Protection

Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: CIER-2023-4

Open to: General Public

Workweek: NE (35-hour) Workweek

Salary: (P95) \$46,431.86 (Non-Negotiable)

Opening Date: January 17, 2023

Closing Date: February 7, 2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Community Investment & Economic Revitalization
Historic Preservation Office
501 East State Street, 4th Floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socioeconomic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

Specific to the Position: This appointee is responsible for assisting members of the public, federal, state, and local government agencies, and non-governmental entities in the identification, evaluation, preservation, protection, and treatment of archaeological resources in NJ. This assistance is provided by conducting professional archaeological reviews of projects under various state and federal regulatory requirements, including identification of historic properties and assessing National Register eligibility, applying site location models to assess the need for archaeological survey, negotiating measures to avoid, minimize, or mitigate impacts to historic properties, reviewing and understanding project plans and specifications, evaluating technical and substantive sufficiency and recommending approval of archaeological proposals, work plans, and survey reports for Phase I, Phase II, and Phase III levels of archaeological survey; reviewing and evaluating the technical and substantive sufficiency of archaeological management plans or the archaeological aspects of historic preservation plans and historic structures reports; establishing cooperative working relationships with representatives from local, state, federal government agencies, historical and/or environmental groups and members of the general public, providing technical assistance regarding New Jersey archaeology and the Historic Preservation Office's programs to the public, including presentations of appropriate archaeological field and laboratory methodology; and uses office technology, including personal computer and Geographic Information Systems software.

Preferred Skill Set: Knowledge of New Jersey and Middle Atlantic archaeology, including but not limited to, regional archaeological site location models, Native American and historic period archaeological material culture, regional site typology, and regional archaeological chronology; knowledge of principles, objectives, standards, and techniques of archaeological research, including field and laboratory methodology and practice, appropriate application of relative and chronometric dating methods, appropriate use of lithic, ceramic, paleo-botanical, geomorphological, and chemical analyses to a variety of archaeological sites and circumstances; knowledge of principles, standards, and techniques used in historical research/writing, ability to read and understand architectural plans and specifications; Ability to establish and maintain cooperative working relationships with representatives from local, federal, and state agencies, historic/environmental groups, and members of the general public; ability to collaborate internally and externally across organizational lines to accomplish tasks assisting in the preservation of archaeological sites; working knowledge of Geographic Information Systems software; familiarity with federal and state historic preservation laws, regulations, rules, policies, and National Park Service guidance documents; excellent written and verbal communication skills; ability to learn new things very quickly.

Candidates with a Master's degree or Doctorate in Anthropology and/or Archaeology desired. Preference will be given to candidates who have a Master's Degree or doctorate in Anthropology and/or Archaeology.

Requirements

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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 essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Note: All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-CIER.resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

[Please tell us how you heard about this position](#)

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.