

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



NOTICE OF JOB VACANCY		
TITLE: Program Specialist Trainee	ANNOUNCEMENT #: 63-24	ISSUE DATE: 10/8/24 CLOSING DATE: 11/4/24
STARTING SALARY: \$49,738.97 6 MONTH SALARY INCREASE: \$51, 987.70		 [] DEPARTMENT WIDE [] STATEWIDE [X] GENERAL PUBLIC
LOCATION: Division of Animal Health, Ewing, NJ		
JOB DESCRIPTION		
The New Jersey Department of Agriculture (NJDA) Division of Animal Health (DAH) is the State of New Jersey's lead agency for emergency support function 11 (ESF 11) of the National Response Framework. Implementation of ESF 11 helps feed people, ensures anima/agricultural health protection, and prepares agriculture to respond to disasters. DAH is involved with animal emergency preparedness and response, especially during disasters that affect the health, safety, and welfare of animals and their owners. The Program Specialist Trainee position is essential to support the agriculture emergency in NJ to prevent high economic losses in the event a disaster or disease outbreak. Under the direction of a supervisory official in the Division of Animal Health, Department of Agriculture, the responsibilities of the position include, but are not limited to: working closely with the animal emergency preparedness coordinator to assist in projects that support the State's agricultural and pet emergency planning program; assists to develop agriculture emergency management planning, training, drills/exercises, MOU development, grant writing, and response activities to support the NJDA animal emergency response program; assists and supports the development and maintenance of farm specific livestock emergency incident preparedness and response plans; support farmers, producers, local office of emergency management, pet and livestock owners, and extension offices in all phases of all-hazard planning (preparedness, response, recovery, and mitigation); participates and contributes in after action meetings post exercises, trainings, and real-life emergency or disease response events; takes notes to collate into and improve the State's overall response plan; assists with the planning and coordination with NJ DHS, NJ DOH, and NGOs to ensure ESF #11 is supporting ESF #6 mass care and housing when emergency pet sheltering is occurring; does other related duties as required.		
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.		
Four (4) years of professional experience relevant to the position.		
OR		
Possession of a bachelor's degree from an accredited college or university.		
NOTE: Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed after advancement to the primary title, Program Specialist		

1, Socio-Economic Programs.

NOTE: Preferred skills in emergency preparedness program support and animal health data analyses and Federal Emergency Management Authority (FEMA) Incident Command System (ICS) training.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission's website at: <u>http://www.state.nj.us/csc/seekers/about/steps/step2.html</u>

LICENSE: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. Periodic statewide field work travel is required. Field work travel is reimbursed at \$.35\per mile. Will be required to possess and utilize personal vehicle for field travel.

AUTHORIZATION TO WORK: Selected candidate 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 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 applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to <u>njdajobs@ag.nj.gov</u>.

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to <u>njdajobs@ag.nj.gov</u> along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their Website at: <u>https://nj.gov/csc/same/overview/index.shtml</u>, email: <u>CSC-SAME@csc.nj.gov</u>, or call CSC at (609) 292-4144, option 3.

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