



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



**NOTICE OF JOB VACANCY**

<b>TITLE: Program Specialist Trainee (SEBT)</b> (2 positions)	<b>ANNOUNCEMENT #: 71-24</b>	<b>ISSUE DATE: 10/25/2024</b> <b>CLOSING DATE: 11/10/2024</b>
<b>STARTING SALARY:</b> \$49738.97 <b>6 MONTH SALARY INCREASE:</b> \$51987.70		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
<b>LOCATION:</b> Division of Food and Nutrition, Trenton, NJ		

**JOB DESCRIPTION**

Under the close supervision and direction of a supervisory official in the Division of Food and Nutrition, New Jersey Department of Agriculture, the Program Specialist Trainee will learn how to effectively administer the USDA Summer EBT Program and the School Nutrition Programs to provide benefits to public and private schools participating in the programs. The Program Specialist Trainee will be trained on federal reporting and ensure compliance with new USDA regulations and establish working relationships with School Nutrition sponsors and parents as needed and support them through customer service and technical assistance regarding Summer EBT issues in a proficient manner, including but not limited to the timely and correct completion of Summer EBT file uploads. This position will assist the Program Coordinator and Assistant Program Coordinator for the Summer EBT Program with responsibilities including but not limited to: analyzing various reports, gather data for statistical or USDA purposes, assist with on-site reviews or perform documentation review for the USDA review process, complete special projects as assigned, maintain records and files, assist and conduct on-site training or webinar opportunities to participating agencies as required on S-EBT Program content, assist with maintaining unit email notifications and voicemails, 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-

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s degree.

**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.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**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 the title listed above shall be considered as cause for separation.

**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 must 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 seven 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 [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

**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 [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov) 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: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

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