



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR-0213

ISSUE DATE: 10/28/2024

TITLE: Program Specialist 1, Socio-Economic Programs

CLOSING DATE: 11/11/2024

DIVISION / OFFICE / UNIT: Housing and Community Resources / Community Services Programs

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: P18 \$54,351.06 - \$76,649.82

NUMBER OF POSITIONS: 1

OPEN TO: All Departments/Agencies (State Employees with permanent status ONLY)

DESCRIPTION OF MAJOR DUTIES:

Assists in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs serving the socio-economic needs of specific client populations to ensure public safety, health and welfare; Assist in the management of Community Services Programs serving households living in poverty and people with disabilities; Assists in all activities pertaining to the administration of the program designed to meet the socio-economic needs of a specified client population, typically the elderly or low-income families, in areas such as energy, utility, or housing assistance; does related work as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: NOTE: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating programs designed to meet the socio-economic needs of the elderly or low-income families.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree from an accredited college or university in public or business administration, one of the social sciences, or other discipline appropriate to the position. 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.

CERTIFICATION:

SPECIAL TRAINING: Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain the following:

Certification as a Home Energy Professional Energy Auditor and Quality Control Inspector both issued by the Building Performance Institute, accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Assistance Program Memorandum, 036 and USDOE Weatherization Program Notice 14-4 respectively. Training is required to be successfully completed within the time frame established by the Appointing Authority, depending upon availability by the training provider.

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.

- 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
HR-0213
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/internal-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.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer