



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of these positions is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: AEMS-2024-22

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P95) \$48,056.98

Opening Date: 4/5/2024

Closing Date: 5/31/2024

Existing Vacancies: TBD

Program/Location

Department of Environmental Protection

Air, Energy, and Materials Sustainability

The majority of positions are located in Trenton, while others may be located throughout the state.

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 socio-economic 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:

Division of Climate Change Mitigation and Monitoring

Assist in the planning, operation, implementation, and/or evaluation of air monitoring projects, programs mitigating climate change, regulatory programs designed to reduce mobile source emissions, and programs to promote sustainability in New Jersey's communities and businesses; assist in preparing annual reports, network plans, climate reports and grant applications.

Division of Sustainable Waste Management

Conduct research and provide support on pending legislation in the areas of sustainable waste management as well as provide support in future rule-making efforts.

Division of Waste & UST Compliance and Enforcement

Assist in professional, administrative, and analytical work to promote planning, operation, implementation, monitoring and evaluating of the Waste or Underground Storage Tank programs. Research and collect information regarding assigned program. Review, analyze, and prepare reports related to the program functions. Significant use of data management programs.

Requirements

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: "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.

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://www.nj.gov/military/veterans/services/civil-service-preference/>

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-AEMS.Resumes@dep.nj.gov

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

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

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.