



# New Jersey Department of Environmental Protection

## Notice of Vacancy - Hourly

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**Title:** Program Specialist 1 (Hourly)

**Posting Number:** CIER-2024-7H

**Open to:** General Public

**Work Week:** 35 hours per week

**Hourly Rate:** \$20.00 per hour (Commensurate with experience and qualifications)

**Opening Date:** June 27, 2024

**Closing Date:** When all vacancies are filled

**Existing Vacancies:** To be determined

### Program/Location

Department of Environmental Protection  
Community Investment & Economic Revitalization  
Community Collaborative Initiative  
401 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 or 4, or other supervisory official in a state department, institution or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; assists in conducting the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

**Specific to the Position:** To assist endeavors within the Department's place-based partnership, the Community Collaborative Initiative (CCI). The Initiative promotes quality of life by aligning community interests that support the environment, revitalization efforts, equitable economic development, and enhanced public health outcomes through community projects and organized problem solutions. Assist in providing services for CCI designed to empower and connect communities and local governments to DEP and other state agency programs and services that promote environmental protection and community development. By developing and maintaining strong relationships, CCI seeks to alleviate concerns and work towards positive outcomes to empower local partners to drive a vibrant quality of life for New Jersey communities. Field work as associated with the following communities is expected; Camden, Trenton, Perth Amboy, Bayonne, Bridgeton, Jersey City, Millville, Newark, Paterson, Paulsboro, Salem, and Vineland.

**Preferred Skill Set:** Excellent communication, interpersonal skills, and negotiating skills. The ability to thrive in a fast-paced working environment where work priorities shift according to the Department's needs and community objectives. Speaking to government and non-profit officials regularly and attending community and committee meetings will be important tasks associated with this work. Experience in municipal government and public speaking are beneficial to the position.

## 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.

Five (5) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

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 a discipline appropriate for the position.

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.

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.

**License:** Appointee 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.

**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/>

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**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](mailto: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.

**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](mailto: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.**