



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0156

ISSUE DATE: 8/6/2024

TITLE: Program Specialist 2

CLOSING DATE: 8/27/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Regulatory - Environmental

LOCATION: Trenton, NJ

SALARY RANGE: P21: \$62,164.36 - \$88,009.21

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

---

**DESCRIPTION OF MAJOR DUTIES:**

Under the supervision of the Division of Disaster & Recovery (DRM) environmental team lead, assist with the planning, development, execution and review of environmental policies and procedures pertaining to the National Environmental Policy Act of 1969 (NEPA) and Executive Order #215 for all programs administered by the DRM. Interpret and advise on all policy and procedural requirements to be completed by DRM as the Responsible Entity pertaining to NEPA, the Housing and Community Development Act of 1974, regulations and guidelines of the Advisory Council on Historic Preservation, relevant Executive Orders, HUD Regulations and issuances, and other HUD and federal authorities related to the environment, including wetlands, noise, coastal zones, sole source aquifers, air and water quality, floodplain management, endangered species, and historic and archaeological preservation. Assist with administrative tasks in obtaining authorization to use grant funds and maintaining the environmental review record pursuant to 24 CFR Part 58. Assist with monitoring and providing guidance and technical assistance to subrecipients and partners to ensure compliance with NEPA and other environmental requirements.

---

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE: 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.

Six (6) 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 two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**SPECIAL TRAINING: ..**

**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.

**ADDITIONAL NOTES:** The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- 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  
HR24-0156  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.dynamics365portals.us/dca-services/public-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*