



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

**POSTING NUMBER:** HR23-0055

**ISSUE DATE:** 3/20/2023

**TITLE:** Program Specialist 2

**CLOSING DATE:** 3/25/2023

**DIVISION / OFFICE / UNIT:** Disaster Recovery and Mitigation / Subrecipient Oversight and Monitoring

**LOCATION:** Trenton or Newark

**SALARY RANGE:** P21: \$58,031.09 - \$82,157.57

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Under the supervision of a Program Specialist 3, provide oversight for program activities funded through various sources of funds. Oversight includes various tasks which ensure that all program investments are in alignment with policy and that each project meets its funding objectives and program deliverables in a timely manner. Duties include the following: Assist with the implementation of programs for individuals impacted or displaced by Hurricane Ida; act as a liaison between various parties, including agencies, individuals, homeowners, renters, and construction managers; assist program partners in developing, updating, and or amending their program design policies and procedures; assist program partners in analyzing, developing, updating, and or amending their budgets by program and activity; complete quarterly performance reports; review financial documentation for expense reimbursements for program partners and subrecipients; implement and provide oversight to ensure efficient use of resources; monitor financial utilization and output realization for each program; provide coordination and act as a liaison to a wide variety of groups including governmental agencies and municipalities; use management information systems to ensure record keeping and payment procedures are well maintained.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

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

**EXPERIENCE:** Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**SPECIAL TRAINING:** NA

**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: 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 to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

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**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  
HR23-0055  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.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*