



POSTING NUMBER: HR25-0068

ISSUE DATE: 5/29/2025

TITLE: Program Specialist 3, Socio-Economic Programs (Unclassified)

CLOSING DATE: 6/7/2025

DIVISION / OFFICE / UNIT: Local Planning Services

LOCATION: 101 S. Broad Street, Trenton NJ 08625

SALARY RANGE: R26 - \$ 78,024.71-\$ 111,000.80

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under the general supervision of a Program Specialist 4, Socio-Economic Programs, performs duties related to implementation of the Fair Housing Act, including promulgating and overseeing processes for the certification of administrative agents and municipal housing liaisons, developing performance standards and coordinating the education program for affordable housing professionals, providing guidance and technical assistance on the Division’s responsibilities under the Fair Housing Act, assisting in the collections and dissemination of data collected through the Affordable Housing Monitoring System (AHMS) website, including reconciling trust fund submissions, and working with municipal officials on their affordable housing programs; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

SPECIAL NOTE: An incumbent in this class conducts in-depth analysis, reviews program proposals, evaluates and monitors program activities, and/or prepares recommendations aimed at developing, implementing, or modifying socio-economic programs. Incumbents review proposed draft regulatory changes for fiscal or programmatic impact and make recommendations regarding the development and revision of agency policies based on changes to State and federal laws and regulations. Incumbents handle the more sensitive and complex program issues and act as a subject matter expert. Assignments at this level are broadly defined; incumbents are expected to determine the methods needed to achieve objectives. May supervise staff engaged in program activities.

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.

Seven (7) 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 three (3) years 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 disciplines appropriate to the position; and two (2) years 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 judgement and make accurate and informed decisions. **CERTIFICATION:**

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.

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 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 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
HR25-0068
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.**