



**POSTING NUMBER:** HR24-0141

**ISSUE DATE:** 7/26/2024

**TITLE:** Public Policy Specialist

**CLOSING DATE:** 8/9/2024

**DIVISION / OFFICE / UNIT:** Commissioner's Office / Policy and External Affairs

**LOCATION:** 101 S. Broad Street  
Trenton, New Jersey 08608

**SALARY RANGE:** Y27 - \$81,688.72 - \$116,313.16

**NUMBER OF POSITIONS:** 1

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

**DESCRIPTION OF MAJOR DUTIES:**

Manage incoming legislative inquiries, route to appropriate staff in the Department, and draft responses to appropriately address the inquiries. Review and analyze proposed legislation and public comments received on proposed agency rules to determine how they may affect department policies and programs and provide written comments that document the department's position. Participate in short and long-term engagements to develop policies and draft regulations by analyzing emerging issues and trends, explain the rationale of the rulemaking to interested parties and implement the regulatory requirements. Manage the internal legislative bill comment process by collaborating with the Department's various divisions. Provide high-quality research and analysis in support of policy development and develop policy recommendations. Participate in Policy and External Affairs, Commissioner's Office, and external stakeholder meetings; take notes as needed. Support Regulatory Officer with preparation of administrative decisions and responding to OPRA requests.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE:** Graduation from an accredited college or university with a Master’s degree and one or more years of a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork or experience in a field appropriate to the position.

**NOTE:** Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**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:** 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  
HR24-0141  
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.