



**POSTING NUMBER:** HR23-0116

**ISSUE DATE:** 6/23/2023

**TITLE:** Program Specialist Trainee

**CLOSING DATE:** 7/7/2023

**DIVISION / OFFICE / UNIT:** Housing and Community Resources / Community Service Programs

**LOCATION:** 101 South Broad Street  
Trenton, NJ 08625

**SALARY RANGE:** P95 \$46,431.86

**NUMBER OF POSITIONS:** 2

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

**DESCRIPTION OF MAJOR DUTIES:**

Within the Office of Community Services (OCS), and under the close supervision of a Program Specialist 3, as a trainee and productive worker, receive on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and evaluation of social service program grantees serving a variety of socio-economic needs in NJ that ensure public safety, health and welfare. Complete assignments which provide practical Program Specialist experience; perform other related work.

ADVANCEMENT: Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

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

**EXPERIENCE:** None required.

**LICENSE:** NOTE: Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed subsequent to advancement to the primary title, Program Specialist 1, Socio-Economic Programs.

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 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

**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  
HR23-0116  
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*