



State of New Jersey

Department of Human Services

Philip Murphy
 Governor
Tahesha L. Way
 Lt. Governor
Sarah Adelman
 Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	037-25	ISSUE DATE:	2/25/2025	CLOSING DATE:	3/11/2025
TITLE:	Program Support Specialist Trainee				
LOCATION:	Division of Family Development Office of Program Evaluation Supplemental Nutrition Assistance Program (SNAP) Quality Control Unit 6 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	P95		
		SALARY:	\$59,430.08 - \$62,164.36		
		UNIT SCOPE:	K500 – Division of Family Development		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under the close supervision of a Program Support Specialist 3, Quality Control, Program Support Specialist 3, Assistance Programs, or other supervisory official in a state department, institution, or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to maintain, monitor, and/or implement client services/assistance programs; does other related duties required.				
REQUIREMENTS					
REQUIREMENTS:	<p>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.</p> <p>Four (4) years of professional experience in a public or private agency responsible for providing social services or financial assistance for its clients, primary responsibility being monitoring or auditing social or human services programs, services, or client eligibility; or developing and implementing internal control systems and quality control programs; or performing other quality control activities.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university.</p> <p>NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p>				
	<p>NOTE: Examples of programs are: Aged, Blind and Disabled (ABD) program, Children's Health Insurance Program (CHIP), Presumptive Eligibility (PE), and Specified Low Income Medicare Beneficiary (SLIMB).</p> <p>NOTE: Examples of quality control activities are: reviewing cases to ensure eligibility has been determined properly; validating documents; verifying recipients are receiving aid they are supposed to be receiving; investigating reports of assets, income, etc. to confirm a recipient should be receiving benefits based on the information they provided on their application, etc.</p> <p>ADVANCEMENT: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the Program Support Specialist 1 Quality Control in accordance with the New Jersey Civil Service Commission procedures.</p> <p>Program experience with SNAP or other assistance programs, such as WFNJ (Work First New Jersey) and GA (General Assistance), is preferred.</p>				
	<p>SPECIAL NOTE:</p>				
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.				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency,				

	unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <i>Telework</i> : This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
SAME PROGRAM APPLICANTS:	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 by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: dfdhrresumes@dhs.nj.gov

You must include the Job **Posting #**, and **Last Name** in the subject line of your email. Example: (123-22, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer