



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: CIER-2024-5

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P95) \$48,056.98 (Non-Negotiable)

Opening Date: 5/3/2024

Closing Date: 5/24/2024

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Community Investment & Economic Revitalization
Historic Preservation Office
501 East State Street, 4th Floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

Specific to the Position: This position is responsible for administering the Certified Local Government (CLG) program in accordance with National Park Service guidance and program guidelines. The administration of this program includes overseeing the CLG grant program including solicitation of applications, application evaluation, awards, project start-up, review of draft product as applicable, grant close-out and grantee reimbursement. This position is also responsible for providing technical assistance and training to local commissions, providing assistance to municipalities interested in starting or enhancing a local historic preservation program, including an interest in applying for Certification in accordance with the CLG program, and providing in-depth technical assistance to the public, governmental agencies, and professional consultants in the identification, evaluation, preservation, protection, and treatment of historic properties in NJ.

Preferred Skill Set: Knowledge of NJ architectural history, NJ history, ability to read & understand architectural plans and specifications; familiarity with building techniques and materials; familiarity with federal and state historic preservation laws, regulations, rules, policies, and National Park Service guidance documents; familiarity with NJ Municipal Land Use Law; excellent written and verbal communication skills; ability to learn new things very quickly.

Candidates with a Bachelor's degree or graduate degree in Historic Preservation, Historic Preservation Planning, Historic Architecture, Architectural History, Planning, or History desired. Preference will be given to candidates who have a Master's Degree in Historic Preservation, Historic Preservation Planning, Historic Architecture, Architectural History, Planning, or History.

Requirements

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.

Four (4) years of professional experience relevant to the position.

OR

Possession of a Bachelor's degree from an accredited college or university.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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.

License: Appointee 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.

Other: 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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-CIER.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

[Please tell us how you heard about this position](#)

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, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.