



# New Jersey Department of Environmental Protection

## Anticipated Notice of Vacancy - Hourly

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**Title:** Program Specialist

**Posting Number:** CIER-2024-10H

**Open to:** General Public

**Work Week:** 20-25 Hours Per Week (up to 900 hours per fiscal year)

**Hourly Rate:** \$22.00 per hour

**Opening Date:** 10/21/2024

**Closing Date:** 11/12/2024

**Existing Vacancies:** One (1)

### Program/Location

Department of Environmental Protection  
Community Investment & Economic Revitalization  
Assistant Commissioner's Office  
401 East State Street  
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, 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 population's, 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:** The selected candidate will assist in facilitating, coordinating, and unifying DEP financial decisions to support Department priorities; be part of a team that analyzes environmental policies, department grants, loans, and other resources to develop the mechanisms and criteria to ensure consistency with DEP priorities. As a member of a small team, this is both a coordination and strategy role, allowing the appointee to develop a sustained working knowledge of DEP programs and imperatives to enable timely and relevant communication. The appointee will have involvement in regular, active engagement with internal and external stakeholders to identify community-level environmental climate goals, needs, barriers, and challenges, which can be done in the form of meetings and surveys. Additionally, the appointee will compile Department tools and strategies that proactively identify areas in need of assistance and types of assistance needed, as well as develop or identify government funding tools and guidance for entities supporting environmental improvement.

**Preferred Skill Set:** Strong organization, coordination, facilitation, and consensus-building skills; strong writing and communication skills; and the ability to analyze and translate information into equitable impact.

## 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: "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.

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.

**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.

**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/>

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**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](mailto: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.

**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](mailto: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.**