



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR24-0153

**ISSUE DATE:** 8/5/2024

**TITLE:** Program Specialist Trainee

**CLOSING DATE:** 8/19/2024

**DIVISION / OFFICE / UNIT:** Housing and Community Resources / Office of Home Energy Assistance - LIHEAP

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

**SALARY RANGE:** P95 \$49,738.97

**NUMBER OF POSITIONS:** 2

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

**DESCRIPTION OF MAJOR DUTIES:**

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; Assist in the management of Utility Assistance Programs; Assists in all activities pertaining to the administration of the program such as Request for Proposal process, drafting of funding recommendations, grants processing, grants management and monitoring; Reviews and monitor grantees' program activities to ensure that policies and procedures are adhered to and the grantees are meeting program standards; Review and analyze financial status and programmatic reports from grantees. Provide feedback and comments to grantees on concerns, issues and provide recommendations or solutions for improving program; completes assignments which provide practical Program Specialist experience; does other related work.

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

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE:** 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.

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

NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved titles connected to this trainee title. Experience must be related to the journeyman title associated with 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.

**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 essential duties of the position.

**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  
HR24-0153  
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.**