



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0116

ISSUE DATE: 6/12/2024

TITLE: Program Specialist 2

CLOSING DATE: 6/18/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Program Oversight and Development

LOCATION: Trenton, NJ

SALARY RANGE: P21: \$60,062.18 - \$85,033.04

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Assists in the development and administration of federal and state grants / contracts for housing and infrastructure programs. May participate in the preparation of solicitations or Request for Proposal bidding process and / or assists in the development of evaluation criteria for the selection of grant recipients for federal funding. Gathers information used to develop procedures and policies for the administration of federal funding that guide financial and programmatic compliance of grant /contract recipients. Conduct field visits / inspections and reviews reports to ensure compliance with and/or grant policies and procedures and federal and state regulations; Utilize the computerized contract and/or grant information system, compiles input data, analyzes output information, and prepares reports. Coordinate contract award meetings and assists in the preparation / review of documents to ensure compliance to prescribed agency, federal and state regulations. May participate in completing project closeout, including compliance inspections. Assists in tracking federal funding under contracts / grants over the period of performance. Maintain essential reports, records and files.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: REQUIREMENTS:

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.  
Six (6) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.  
OR  
Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.  
OR  
Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.  
NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

SPECIAL TRAINING: ..

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.

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  
HR24-0116  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://nidcaportal.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