

## NEW JERSEY DEPARTMENT OF AGRICULTURE 200 RIVERVIEW PLAZA P.O. BOX 330 TRENTON, NJ 08625-0862



#### **NOTICE OF JOB VACANCY**

TITLE: Program Specialist Trainee (Permanent Part time: 60%)	ANNOUNCEMENT #: 64-24	ISSUE DATE: 10/8/2024 CLOSING DATE: 10/23/2024
STARTING SALARY: \$29, 843.38 (60% of Program Specialist Trainee full time salary) 6 MONTH SALARY INCREASE: \$31,192.62		[ ] DEPARTMENT WIDE [ ] STATEWIDE [X] GENERAL PUBLIC
LOCATION: Division of Animal Health, Ewing, NJ		

#### **JOB DESCRIPTION**

The New Jersey Department of Agriculture (NJDA), Division of Animal Health (DAH), is tasked with maintaining disease control programs to safeguard the health and well-being of animals. These efforts are essential in ensuring food safety, public health, animal emergency response, and the humane treatment of animals across the state. Under the direction of a supervisory official in the Division of Animal Health, Department of Agriculture, the responsibilities of the position include, but are not limited to: Coordinating accounting procedures and assisting clients with billing issues; ensure that laboratory revenues and expenses are accurately tracked; responsible for supporting the Animal Health Lab program which provides services to specific client populations in New Jersey. Assists in planning, coordination, and implementation of AH lab program purchasing (supplies, services, contracts, and equipment) assuring receipt and payment; maintains the programmatic records that will meet laboratory accreditation and fiscal requirements to verify account balances, transactions, and other financial information in support of the lab programs; plans, operates, monitors, and implements accounts receivable and accounts payable functions in NJSTART; assists vendors in becoming compliant with NJSTART per the Treasury guidelines for vendors to be able to do business with the NJDA, responds to inquiries, and refers complex inquiries to NJSTART contact at the Treasury; generates laboratory client billing statements, invoices, and other reports of services provided; communicates these reports to clients promptly; deposits checks remitted by laboratory clients; and reconciles deposits in NJCFS; participates in and complies with laboratory quality assurance activities such as completing training, internal/external reviews/audits, writing SOPs, and work instructions on administrative duties affecting laboratory services; compiles correspondence, letters, meeting proceedings, and program information required for laboratory accounting such as monthly VADDS reports, annual VADDS reports, summary reports, etc. on an as-needed basis or as prescribed; assists in the preparation of programmatic requests for appropriate actions, prepare/process related forms, and initiate follow-up action if necessary; keeps current on new and revised policy statements, regulations, directives, and other communications affecting program and purchasing; does other related duties as required.

#### **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.

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

OR

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

**NOTE**: Preference will be given to candidates with training in using laboratory information systems for managing lab client accounts, training on NJSTART and knowledge of associated Dept of Treasury procurement circulars, and accounting skills.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to Program Specialist 1. 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

**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission's website at: <a href="http://www.state.nj.us/csc/seekers/about/steps/step2.html">http://www.state.nj.us/csc/seekers/about/steps/step2.html</a>

<u>LICENSE:</u> Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. Periodic statewide field work travel is required. Field work travel is reimbursed at \$.35\per mile. Will be required to possess and utilize personal vehicle for field travel.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

**NOTE:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

### **IMPORTANT NOTICE**

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all state employees 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 an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

# **ELECTRONIC FILING INSTRUCTIONS**

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a>.

SAME PROGRAM INFORMATION		
SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a> along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their Website at: <a href="mailto:https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:csc-same@csc.nj.gov">csc-same@csc.nj.gov</a> , or call CSC at (609) 292-4144, option 3.		
The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer		