



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

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*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

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*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**March 15, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-183**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Program Specialist 2  
(Education and Training Specialist)

**SALARY:** \$58,031.09 to \$82,157.57

**LOCATION:** [Division on Civil Rights](#)  
Education and Training Unit  
Trenton, Newark, Atlantic City or Cherry Hill, NJ  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required for consideration.

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination and preventing and eliminating discrimination and bias-based harassment in New Jersey. The Education and Training Unit is a proactive unit that is focused on educating members of the public, employers, housing providers, places of public accommodation (including K-12 schools), community leaders, and other stakeholders on what the New Jersey Law Against Discrimination requires. The unit is also focused on educating members of the public on the origin of bias and best practices on how to prevent bias from happening.

**DUTIES:** Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/64481.htm>

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants who demonstrate a deep knowledge of anti-bias pedagogy, effective anti-bias facilitation skills, legal knowledge of the Law Against Discrimination and a commitment to a New Jersey free of discrimination. The applicant should have strong writing skills, strong technological skills, experience with public speaking, and have experience as a facilitator. Other preferred skills and qualities include organization, teamwork and collaboration, strong oral and written communication, positive attitude, strong work ethic, self-management, ability to problem-solve, and a willingness to learn and adapt.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #23-183 with desired location preference and a current resume on or before the closing date of April 15, 2023 to the Recruitment Coordinator at: [LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov).***

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply

