



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0043

ISSUE DATE: 3/5/2024

TITLE: Program Specialist 2

CLOSING DATE: 3/12/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Infrastructure

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:

The Program Specialist will be responsible for performing complex and sensitive administrative, analytical, and professional work to promote the planning, operation, implementation, monitoring, and evaluation of Community Development Block Grant Disaster Recovery (CDBG-DR) programs administered by DCA-DRM. Documents, develops, and supports new divisional initiatives and programs. Develops training documentation and presentations for internal stakeholders and the public. Works directly with applicants to collect and assess documentation for eligibility determinations. Formulates and revises policies, standard operating procedures, and applicant-facing documents, including training materials and correspondence. Oversees the upload of pertinent documentation into the electronic system of record and approve files through a designated process. Evaluates and scores project proposals and applications according to established criteria. Conducts research necessary to assess and enhance program progress and provides recommendations for improvement.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: 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.

EXPERIENCE: .

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 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 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
HR24-0043
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

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