



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR24-0093

ISSUE DATE: 5/22/2024

TITLE: Governor's Fellow (Unclassified)

CLOSING DATE: 6/14/2024

DIVISION / OFFICE / UNIT: Housing and Community Resources / Office of Homelessness Prevention

LOCATION: 101 S. Broad Street
Trenton, New Jersey 08625

SALARY RANGE: \$75,000.00

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

The Governor's Fellow shall possess strong research, policy analysis and writing skills to contribute to rulemaking documents, collaboration, stakeholder and public comment reports and policy papers. Duties also will include technical writing and editing, report production and managing discrete tasks and small teams of staff to work toward a milestone or deliverable. The Fellow will work within interdisciplinary teams within DCA. The job duties include but are not limited to, the following:

- Participating in short- and long-term engagements to develop policies and draft regulations that implement a desired policy, explain the rationale of the rulemaking to interested parties and implement the regulatory requirements.
- Supporting DCA efforts to analyze public comments received on proposed agency rules.
- Providing verbal and written progress updates to project staff.
- Drafting reports and presentations.
- Leveraging data policy initiatives by the Office of Homelessness Prevention on Ending Veteran Homelessness.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: Graduation from an accredited college or university with a Master's degree plus 1 year of related work experience or a combination of experience and education in public policy, external affairs, and/or public administration and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis. With thirty (30) semester hour credits being equal to one (1) year of 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: PREFERRED QUALIFICATIONS: Preferred qualifications include strong attention to detail with analytical, organizational, problem-solving and time-management skills; Excellent verbal, interpersonal and written communication skills; Ability to prioritize and work on multiple projects under strict deadlines in a fast-paced environment; Ability to work well in a team-oriented environment; Proficiency in MS Office (Word, Excel, Outlook, PowerPoint); Demonstrated experience/skills with technical writing, editing and/or proofreading; Regulatory research skills.

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
HR24-0093
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.**

The New Jersey Department of Community Affairs is an Equal Opportunity Employer