



New Jersey Department of Environmental Protection

Notice of Vacancy - Hourly - Repost

Title: Program Specialist

Posting Number: WLM-2024-4H

Open to: General Public

Work Week: 20-25 hours per week (up to 900 hours per fiscal year)

Hourly Rate: \$30.00 per hour

Opening Date: 3/28/2024

Closing Date: 4/18/2024

Existing Vacancies: Two (2)

Program/Location

Department of Environmental Protection
Watershed & Land Management
Land Resource Protection
Bureau of Coastal and Land Use Compliance and Enforcement
501 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; assists in conducting 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.

Preferred Skill Set: Attention to detail, strong organization skills, the ability to work independently and as part of a team, and GIS mapping background. Ability to travel to Bergen/Hudson County as needed.

Requirements

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

NOTE: Applicants who do not possess the required education may substitute experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services on a year-for-year basis.

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 essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-WLM.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.