



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR24-0125

ISSUE DATE: 6/26/2024

TITLE: Program Specialist Trainee

CLOSING DATE: 7/10/2024

DIVISION / OFFICE / UNIT: Fire Safety / Fire Department Preparedness

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: P95 \$48,056.98

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

In the Office of Fire Department Preparedness assists in conducting surveys or other studies to help identify program needs and gaps. At the request of the supervising principal planner, researches, collects, and disseminates information regarding the assigned program. In the Office of Fire Department Preparedness and NFIRs unit, responds to requests for information regarding program activities and requirements. Establishes relationships with fire department sources via phone call, visit, and/or letter of inquiry. Serves as a program liaison to a variety of municipal fire departments, and fire officials. Reviews, analyzes and prepares written materials such as letters, reports, correspondence and other documents related to fire department program functions. Prepares charts, tables, and/or other graphic representations needed for the planning, operation and implementation of program activities

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: 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.

NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

OR

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

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

LICENSE: Appointee 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: ADVANCEMENT: Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). 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

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
HR24-0125
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