



PHIL MURPHY
GOVERNOR

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LT. GOVERNOR

State of New Jersey
BOARD OF PUBLIC UTILITIES
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Christine Guhl-Sadovy
President

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Commissioner

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Commissioner

Michael Bange
Commissioner

NOTICE OF VACANCY

POSTING: 51-2024	OPENING DATE: August 6, 2024	CLOSING DATE: August 20, 2024
TITLE: PROGRAM SPECIALIST TRAINEE	WORKWEEK: 35 HOURS (NE)	EXISTING VACANCIES: 1
SALARY: \$49,738.97 – \$51,987.70	DIVISION/OFFICE: OFFICE OF STATE ENERGY SERVICES	

OPEN TO: New Jersey Residents

At the New Jersey Board of Public Utilities (“Board”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION

The Office of State Energy Services is looking to grow the team with a Program Specialist Trainee. The Office works on State facility energy planning, implementation of the Energy Master Plan and clean energy laws, as well as procuring power for State entities and overseeing performance contracting. Additionally, SES provides technical, consulting, and advisory services to all operating divisions of NJBPU and to other governmental entities throughout the state.

Under the close supervision of the Director of the Office of State Energy Services, or other supervisory position, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

WORK RESPONSIBILITIES

- Supports the Energy Savings Improvement Program (ESIP) carrying out major tasks needed to support the oversight and management of performance contracting program. Assist with the State Facilities Program implementation of strategic energy management, funding programs, and energy master plan goals. May assist in the implementation of federal grant programs related to state facilities.
- Learns to develop and prepare program resources to help identify needs in particular areas. Tracks energy efficiency trends, needs, changes, events, and advises team on relevant updates for strategic policy planning initiatives related to public facilities.
- Under supervision, may assist in the planning, coordination, implementation and upgrade of existing programs, in assigned program area.
- Facilitates communications as needed between staff and interested parties. Learns to establish business and working relationships with a variety of parties, including federal, state, local government and private organizations.

- Supports and facilitates logistics for and participates in major program initiatives (e.g., public events, procurement engagements, agency trainings, etc.).
- Participates in inter-agency initiatives with agency stakeholders. This may include benchmarking, energy audits, performance contracting, or other similar programs the office is involved in.
- Under general supervision, prepares informational materials, including letters, reports, correspondence, and other documents related to program functions and objectives.
- Learn to prepare and perform outreach, recruitment campaigns, and training activities for participants of programs.
- Assists in preparing charts, tables, and other graphic representations needed for the planning, operation, and implementation of program activities. This includes preparing materials for disbursement outside of the agency as well as for the Board.
- Learns to research tasks and prepares technically sound recommendations related to energy improvements in public facilities.
- Support the implementation of the Energy Master Plan goals for public facilities.

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.

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.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles: Program Specialist 1.

RESUME NOTE: *Eligibility determination will be based upon information presented on the resume and/or education documents provided. 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.*

GENERAL INFORMATION

- **BENEFITS:** For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.
- **HOURS OF WORK:** The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

- **STATE AS A MODEL EMPLOYER (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. [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 and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)
- **TELEWORK:** This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.
- **WORK AUTHORIZATION:** In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

RESIDENCY REQUIREMENTS

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following:

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>

APPLICATION INSTRUCTIONS

Qualified candidates are welcome to submit a letter of interest, resume, writing sample, a completed [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#) along with your best contact number and email address to: humanresources@bpu.nj.gov.

(Subject line must include the specific job posting number).

If you would like to mail your application, you may send it to the following address:

NJ Board of Public Utilities
Office of Human Resources
44 S. Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.

