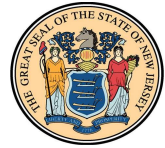




NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Program Compliance Specialist (5 Vacancies) (Position will be hired through a Temp Agency)	ANNOUNCEMENT #: 3-24	ISSUE DATE: 12/28/2023 CLOSING DATE: 1/21/2024
SALARY RANGE: \$29.00 per hour		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Division of Food & Nutrition, Trenton, NJ		

JOB DESCRIPTION

Assists and participates in the administration of the Summer Food Service Program or Child and Adult Care Food Programs; provides technical assistance; monitors and reviews program institutions, facilities, and/or sponsors to determine compliance with applicable Federal and State program regulations; assists program staff responsible for implementing measures to expand program participation; performs related work as required.

EXAMPLES OF WORK: Reviews sponsor participation practices for administrative compliance with Federal and State regulations; responsible for review and approval of applications submitted by sponsors, institutions and potential institutions; measures criteria and evaluates sponsor or institution and/or facilities' food service methods; evaluates meal patterns for participating institutions to determine compliance with the nutritional requirements of the program; conducts administrative reviews of institution and facilities for compliance monitoring requirements; prepares reports containing findings, conclusions, and recommendations; meets with organizations, agencies, and other interested groups to develop and promote the programs; will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree. A degree in Nutrition, Food Service Management, Dietetics, Food Science, Food Technology, Home Economics, Public Health, Business Administration or Auditing preferred.

EXPERIENCE: Preferred two (2) years of experience in the development, implementation, evaluation or administration of nutrition or other social programs. Documented experience working with and interpreting Federal and State regulations.

EDUCATION/EXPERIENCE SUBSTITUTION: Five (5) years of experience in auditing or managing of food service operations in a daycare or school setting with a bachelor's degree from an accredited college or university can be substituted for the required degrees above.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission's website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>

LICENSE: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. Periodic statewide field work travel is required. Field work travel is reimbursed at \$.35\per mile. Will be required to possess and utilize personal vehicle for field travel.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (**Schedule A Letter** or **Schedule B Letter**), by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, CSC-Same@csc.nj.gov, or call (609) 292-4144, option 3.