



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #: 081-16 **ISSUE DATE:** May 25, 2016
TITLE: PROGRAM SPECIALIST 3 SOCIAL/HUMAN SERVICES **CLOSING DATE:** June 8, 2016
LOCATION: Department of Children and Families
Office of Performance Management and Accountability
50 East State Street
Trenton, NJ 08625
POSITIONS: 1 **RANGE:** R26
DISTRIBUTION: DEPARTMENT-WIDE **SALARY:** \$64,677.09 - \$92,011.89

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under the direction of a Program Specialist 4, Social/Human Services, or other supervisory officer in a State department or agency, may directly supervise professional and/or technical staff engaged in program activities, or perform the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; does other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.

SPECIAL NOTE: Candidates must have strong knowledge and experience in the use of Microsoft Excel to perform data analysis using formulas and other Excel functions that help with data analysis as well as the ability to build charts and graphs. Candidates should also possess the knowledge of certain data systems such as NJ SPIRIT and SafeMeasures.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of experience.

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.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Zachary Vogel, Personnel Coordinator
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717