



Chris Christie
Governor

Kim Guadagno
Lt. Governor

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

JOB VACANCY POSTING

POSTING #:	086-16	ISSUE DATE:	May 25, 2016
TITLE:	STANDARDS AND PROCEDURES TECHNICIAN 3	CLOSING DATE:	June 8, 2016
LOCATION:	Department of Children and Families Office of Policy and Regulatory Development 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	R27
DISTRIBUTION:	STATE-WIDE	SALARY:	\$67,714.29 - \$96,415.56

SCOPE OF ELIGIBILITY: Open to employees 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 general supervision of a supervisory official in a state department, institution, or agency, may supervise and evaluate the work of staff engaged in writing policy guidelines and procedures or informational material, and/or takes the lead in the review of provider or contract agencies, and in the preparation of programmatic policy manuals, bulletins, and procedural guidelines; analyzes and interprets the estimated impact(s) of Federal and/or State legislation on programs; does related work as required.

SPECIAL NOTE: Preference will be given to candidates who have a strong background in the Case Practice Model. The Candidate should also be very knowledgeable of the workings of the Children’s System of Care and the Office Adolescent Services. The ideal Candidate must have a background in various computer applications. This position requires that the candidate be able to work in New Brunswick and in Trenton. Strong writing skills are a must.

REQUIREMENTS

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

EXPERIENCE: Four (4) years of professional experience in the review, writing, analysis, and revision of program policy, procedures, informational materials, rules, guidelines, and/or program analysis and development.

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

NOTE: A Master's degree in a discipline appropriate to the position may be substituted for one (1) year of required 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**