



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	133-18	ISSUE DATE:	September 11, 2018
TITLE:	PROGRAM SPECIALIST 3	CLOSING DATE:	September 25, 2018
LOCATION:	Department of Children and Families Office of Facilities and Support Services Fingerprint Unit 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	R 26
DISTRIBUTION:	STATE-WIDE	SALARY:	\$67,290.04 - \$95,729.23

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 Program Specialist 4 or other supervisory officer in a state department, institution or agency, or in a local jurisdiction, may directly supervise professional and/or technical staff engaged in program activities, or performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

SPECIAL NOTE:

- **Supervision of the DCF Central Fingerprint unit including the collection, review, interpretation and dissemination of criminal history information for the department encompassing the following categories: DCF Employment, Volunteer Services, Foster Care, Adoption Services, Assault Prevention, Residential Care, Children's Services and Kingship/Guardianship care.**
- **Ensure unit operates in compliance of statutes and regulations governing criminal history.**
- **Supervise the processing of fingerprint submissions conducted by state and federal identification bureaus.**
- **Knowledge of the regulations and requirements set forth the by the New Jersey State Police (NJSP), the Federal Bureau of Investigation (FBI) and the Live Scan (fingerprint) vendor.**
- **Ensuring compliance with statues and regulations requiring the Department to conduct criminal history background checks.**
- **Interpretation of fingerprint results including the convictions to authorized management.**
- **Prepare monthly cost allocation for each department for Medicaid reimbursement.**
- **Review and approve monthly invoices submitted by the fingerprint vendor and for the quarterly invoices submitted by the New Jersey State Police for fingerprint services.**
- **Ensure compliance with FBI policy requirements in processing all fingerprint results.**
- **To develop, propose, refine, and implement new or improve policies and procedures for the unit operation of processing criminal history background checks.**
- **To keep current on new, revised or pending criminal history background check regulations impacting DCF and DHS.**
- **Maintain a database to report all activities associated with criminal history background checks.**
- **Ensure Live Scan vendor remains in compliance with specifications outlined in the State contract.**
- **Analyze system capacities, coordinate and organize administrative activities in developing plans and methods for additional fingerprint categories and participate in annual State and Federal audits on DCF fingerprint practices and services.**

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 agency programs and services.

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

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position 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:

Job.Posting@dcf.nj.gov

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:

Andrea Maxwell, Manager 3 Human Resources
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Office of Human Resources
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