

JOB VACANCY POSTING

POSTING #: 139-18 **ISSUE DATE:** September 21, 2018

TITLE: TRAINING TECHNICIAN 2 **CLOSING DATE:** October 5, 2018

LOCATION: Department of Children and Families (DCF)
Office of Training and Professional Development
30 Van Dyke Avenue
New Brunswick, NJ 08901

POSITIONS: 1 **RANGE:** P22

DISTRIBUTION: STATE WIDE **SALARY:** \$56,088.32 - \$79,479.32

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: This title is subject to NJ Civil Service Commission (CSC) Open Competitive examination procedures. Applicants are encouraged to review the CSC's website and also apply for the examination when announced at <https://info.csc.state.nj.us/Vats/JobView.aspx>.

DEFINITION: Under the direction of a Training Technician 3 or 4, or other supervisory official in a State department or agency, organizes and conducts the more complex training courses, classes and seminars for the purpose of improving individual and/or organizational performance; assists in the planning, development, administration and implementation of a small segment of a department/agency employee training program; does other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in work involved in planning and carrying out training programs of varied types, such as employee training, adult education, and/or group education; or two (2) years of teaching experience in elementary school through college which shall have included curriculum development and/or the organization of learning programs.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Education or a related field 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 PROMOTIONS 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
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717