



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Tahesha L. Way, Esq.
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	172-24	ISSUE DATE:	April 11, 2024
TITLE:	ADMINISTRATIVE ANALYST 3 (CLASSIFIED COMPETITIVE)	CLOSING DATE:	April 25, 2024
LOCATION:	Department of Children and Families Office of Quality 50 East State Street Trenton, NJ 08625		
POSITIONS:	Multiple	RANGE:	P 26
DISTRIBUTION:	STATE-WIDE	SALARY:	\$75,386.19 - \$107,247.18

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.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under general supervision of an Administrative Analyst 4 or other supervisor in a state department, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.

The Office of Quality seeks four dynamic Administrative Analyst 3s who will provide support in reviewing and analyzing quantitative and qualitative data metrics that will be used to evaluate and strengthen DCF's Continuous Quality Improvement (CQI) processes throughout DCF. The Analyst candidate will support CQI processes for programs across DCF: Child Protection and Permanency (CP&P), the Children's System of Care (CSOC), Division on Women (DOW), and/or Family and Community Partnerships (FCP). The candidate will utilize and build on expertise in assigned programs and stay up to date on best practices, relevant research, and external benchmarks to aid in analyzing and assisting with the development of improvement plans to ensure high quality service delivery and strengthen organizational performance. In doing so, the candidate will carry out commitments to the Department's core approaches; race equity, family voice, healing centered practice, use of the protective factors' framework, and collaborative safety.

The Office of Quality helps fulfill the Department of Children and Families (DCF) mission of ensuring safety, wellbeing, and success of New Jersey's children and families by ensuring quality data collection, conducting ongoing case reviews, analyzing, and disseminating performance data, and providing feedback to stakeholders and decision makers that focuses on improving Departmental service delivery and case practice. The Office of Quality manages CQI cycles and provides support in program improvement plan development.

RESPONSIBILITIES:

- Co-facilitating CQI meetings that are designed to analyze and review fidelity, performance, and outcome data used to develop rapid and annual cycle measurable improvement plans.
- Analyzing and reporting on the outcomes of qualitative and quantitative data that will support CQI improvement planning.
- Displaying various data in different formats, including quantitative and qualitative data analysis and best practices.
- Providing efficient and professional support to Program and Provider leadership around qualitative and quantitative data and the CQI model and process.
- Tracking the performance of the Program and Provider CQI improvement plans and provide reports summarizing themes, progress, barriers, and results.
- Collecting information to assess outcomes and systemic barriers throughout the State.
- Participating in special projects used in the monitoring and assessment of service improvement planning and outcomes.
- Infuse an equity and belonging lens into meetings, processes, and deliverables.
- Special projects or additional duties as assigned.

SPECIAL NOTE: The ideal applicant will possess the following knowledge, skills, and abilities:

- Knowledge of continuous quality improvement principles and methods.
- Strong communication skills, including interpersonal, writing, and presentation skills, especially the ability to engage with diverse stakeholder groups.
- Ability to deliver excellent customer service to meet the needs of stakeholders in a fast-paced environment.
- Strong analytic skills to aid in synthesizing findings from various quantitative and qualitative data inputs.
- Ability to work collaboratively in a teaming structure.
- Excellent planning and organizational skills.
- Proficient with Microsoft Office Suite.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in public administration, Business Administration, Economics, Finance, or Accounting; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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 as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.