



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 #:	174-24	ISSUE DATE:	April 12, 2024
TITLE:	PROGRAM SPECIALIST 3 (CLASSIFIED COMPETITIVE)	CLOSING DATE:	April 26, 2024
LOCATION:	Department of Children and Families (DCF) Office of Information Technology 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	R26
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 the general supervision of a Program Specialist 4 or other supervisory officer in a state department, institution or agency, or in a local jurisdiction, directly supervises professional and/or technical staff engaged in program activities; 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; prepares and signs official performance evaluations for subordinate staff; does other related work.

Whereas this position resides in the Office of Information Technology, traditional IT skills (coding, programming, etc.) are not required.

RESPONSIBILITIES:

- Maintain and update the DCF Tactical Plan.
- Review federal Comprehensive Child Welfare Information System (CCWIS) rules/regulations and complete DCF's transition documentation.
- Review, analyze and track DCF-IT program expenditures.
- Participate in the development and implementation of department CCWIS (NJ SPIRIT) initiatives to ensure federal compliance.
- Develop the Annual Advanced Planning Document Update (AAPDU) for CCWIS as required by the Administration for Children and Families (ACF).
- Manage DCF-IT hardware and software LBAM reporting.
- Participate in the development of Program Proposals.
- Liaison in the preparation of numerous DCF reports.

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

- 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 developing communications that capture IT accomplishments and how they support the vision and mission of DCF.
- 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 in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.

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 from an accredited college or university in a discipline appropriate to the position; 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 in PDF format, saving all PDFs by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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