



JOB VACANCY POSTING

POSTING #:	300-25	ISSUE DATE:	June 30, 2025
TITLE:	ANALYST TRAINEE (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	July 14, 2025
LOCATION:	Department of Children and Families Office of Training and Professional Development 30 Van Dyke Avenue New Brunswick, NJ 08901		
POSITIONS:	1	RANGE:	P 95
DISTRIBUTION:	STATEWIDE	STARTING SALARY:	\$49,738.97
		6 MONTH SALARY INCREASE:	\$51,987.70
SPECIAL NOTE: After successful completion of the 12-month training period, appointees will be eligible for advancement to the journeyman title of Administrative Analyst 1, with a starting salary of \$56,828.70.			
SCOPE OF ELIGIBILITY: 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 direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

The Office of Training and Professional Development (OTPD) leads training and professional development initiatives for all DCF Divisions and Offices with a large focus on the child welfare workforce. OTPD is implementing strategic priorities that will be responsive to DCF's changing landscape and needs.

Experience in the study of work methods/processes related to instructional technologies, analysis of data from a variety of sources, design and preparation of Learning Management Systems (LMS)/programs, operation of Moodle LMS and expertise in Microsoft Excel is preferred.

This position also requires knowledge and understanding of DCF's strategic plan and a commitment to learning, growth, leadership, and self-reflection. The candidate selected for this position will also demonstrate OTPD's values with a strong ability to forge collaborations and partnerships that model a strong community built on teamwork, respect, equity and integrity.

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.

Four (4) years of professional experience relevant to the position.

**NOTE:** Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

OR

Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the title Administrative Analyst 1 in accordance with Civil Service Commission procedures. The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.

**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.

**IMPORTANT NOTICES**

**EMPLOYEE BENEFITS:** The Department of Children and Families provides many employee benefits, including but not limited to:

- Alternative Workweek Program\*
  - Deferred Compensation
  - Health, Dental and Life Insurance
  - Flexible and Health Spending Accounts
  - Pension
- Telework\*
  - Public Service Loan Forgiveness
  - Benefit Leave (Vacation, Sick, Administrative Leave)
  - 13 Paid Holidays

\*Pursuant to Department policy, procedures and/or guidelines

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**UNIT SCOPE:** Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope. A complete list of DCF unit scopes can be found [here](#).

**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](mailto: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.**