



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	207-25	ISSUE DATE:	7/17/2025	CLOSING DATE:	7/31/2025
TITLE:	Training Technician 3				
LOCATION:	Division of Family Development Office of Communication and Training 6 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	R25		
		SALARY:	\$77,143.55 - \$113,263.75		
		UNIT SCOPE:	K500 - Division of Family Development		
		SERV. CLASS:	Competitive		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	DEFINITION: Under the general supervision of a Training Technician 4, or other higher level supervisory official in a State department, institution, or agency outside of the Civil Service Commission, supervises and conducts the highly complex and sensitive training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually designed to improve individual and/or organizational performance, or in the Civil Service Commission as part of Center for Learning and Improving Performance (CLIP), supervises and conducts the highly complex and sensitive training courses, classes, workshops seminars and other learning opportunities for the purpose of improving individual and/or organizational performance; assists in the planning, development, administration and implementation of an entire department/agency employee training program or a major segment of it; supervises staff and work activity; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.				
SPECIAL NOTE:	<p>The candidate for this position will be responsible for the following:</p> <ul style="list-style-type: none">Supporting and supervising a variety of tasks and projects, ensuring accurate and effective representation of the division and its programs. This work will require a fair amount of planning, research, and interaction with subject-matter experts to gather specific information necessary to create accurate training content for various platforms.Assisting in the planning, development, administration, and implementation of an entire department/agency employee training program.Supervising staff in the development and review of instructional programs, training, and presentations as directed, to ensure learners attain guidelines and objectives.Administration of the Learning Management System (LMS) for all division and affiliate organization staff by updating and tracking mandatory training status completions, providing reports on training data as needed, assisting training coordinators in its functionality and features, uploading course content and creating classes for staff to accessWorking with the LMS vendor/State LMS administrator to keep the system updated, troubleshooting issues, and responding to learner access or use issues.Researching recent training trends.Maintaining accurate employee attendance records for training courses.Issuing certificates for the successful completion of the course.				
REQUIREMENTS					
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 work in planning and carrying out training programs of varied types, such as employee training, adult education, and/or group education; or teaching in an elementary school setting through college which shall have included curriculum development and/or the organization of learning programs, or any combination thereof.				
	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 Education or a related field; 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 judgement and make accurate and informed decisions.					

SPECIAL NOTE:	<p>The preferred candidate will have the following:</p> <ul style="list-style-type: none"> • The ability to be creative, yet organized and detail-oriented. • Experience with the administration of the Learning Management System (LMS), including providing reports on training data, tracking mandatory status completions, uploading course content and creating classes. • A solid understanding of technology and willingness to learn new technologies as industry standards evolve.
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	
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
TELEWORK:	Certain positions may be eligible to participate in the Department's " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
FILING INSTRUCTIONS	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to: dfdhrresumes@dhs.nj.gov You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-25, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer