



# 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:

|                                  |   |                    |                                       |                      |          |
|----------------------------------|---|--------------------|---------------------------------------|----------------------|----------|
| <b>JOB POSTING #:</b>            | 353-24  | <b>ISSUE DATE:</b> | 7/26/2024                             | <b>CLOSING DATE:</b> | 8/9/2024 |
| <b>TITLE:</b>                    | Training Technician 1   |                    |                                       |                      |          |
| <b>LOCATION:</b>                 | Division of Family Development<br>Office of Communications, Training and Administrative Services<br>6 Quakerbridge Plaza<br>Hamilton, NJ 08619  | <b>RANGE:</b>      | P18                                   |                      |          |
|                                  |   | <b>SALARY:</b>     | \$54,351.06 - \$76,649.82             |                      |          |
|                                  |   | <b>UNIT SCOPE:</b> | K500 – Division of Family Development |                      |          |
| <b>OPEN TO:</b>                  | Current Division employees  |                    |                                       |                      |          |
| <b>DESCRIPTION</b>               |   |                    |                                       |                      |          |
| <b>DEFINITION:</b>               | Under the close supervision of a Training Technician 3 or 4, or other supervisory official in a State department, institution, or agency outside of the Civil Service Commission, organizes and conducts basic agency specific introductory training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually for the purpose of improving individual and/or organizational performance, or in the Civil Service Commission as part of Center for Learning and Improving Performance (CLIP), organizes and conducts basic introductory training courses, classes, workshops, seminars and other learning opportunities for the purpose of improving individual and/or organizational performance; does other related duties as required. |                    |                                       |                      |          |
| <b>SPECIAL NOTE:</b>             | The Training Technician 1 works in the Division of Family Development's Office of Communications and Training to support 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.  |                    |                                       |                      |          |
| <b>REQUIREMENTS</b>              |   |                    |                                       |                      |          |
| <b>REQUIREMENTS:</b>             | 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.  |                    |                                       |                      |          |
|                                  | Five (5) years of professional 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 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.   |                    |                                       |                      |          |
|                                  | <b>OR</b>   |                    |                                       |                      |          |
|                                  | Possession of a Bachelor's degree from an accredited college or university and one (1) year of the above-mentioned professional experience.   |                    |                                       |                      |          |
|                                  | <b>OR</b>   |                    |                                       |                      |          |
|                                  | Possession of a Master's degree in Education or a related field.  |                    |                                       |                      |          |
| <b>NOTE:</b>                     | The preferred candidate must be able to provide guidance on appropriate training mediums, identify the intended audience and be able to prepare material at the appropriate level of technical expertise. The preferred candidate also must help with the creation and editing of training materials using course development software, and assist with logistics around training presentations. The individual in this position may also support the administration of the learning management system for division and county employees.   |                    |                                       |                      |          |
| <b>LICENSE:</b>                  | 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.  |                    |                                       |                      |          |
| <b>IMPORTANT NOTICES</b>         |   |                    |                                       |                      |          |
| <b>NOTE FOR FOREIGN DEGREES:</b> | Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.  |                    |                                       |                      |          |
| <b>RESIDENCY:</b>                | 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.   |                    |                                       |                      |          |
| <b>DRUG SCREENING:</b>           | If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. 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 to proceed with the testing.  |                    |                                       |                      |          |

**NOTE:**

\* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.  
\* Telework: This position may be eligible to participate in the Department's pilot "Telework Program", 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.  
\* 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 609-292-4144, option 3.

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: [dfdhrresumes@dhs.nj.gov](mailto:dfdhrresumes@dhs.nj.gov)  
You must include the Job **Posting #**, and **Last Name** in the subject line of your email. Example: (123-22, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer