



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Tahesha L. Way, Esq.**  
Lt. Governor

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Commissioner

## \*AMENDED JOB VACANCY POSTING

<b>POSTING #:</b>	103-25	<b>ISSUE DATE:</b>	February 20, 2025
<b>TITLE:</b>	<b>PROGRAM SPECIALIST TRAINEE (CLASSIFIED NON-COMPETITIVE)</b>	<b>*CLOSING DATE:</b>	March 6, 2025
<b>LOCATION:</b>	Department of Children and Families Office of Revenue and Financial Reporting 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P95
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>STARTING SALARY:</b>	\$49,738.97
		<b>6 MONTH SALARY INCREASE:</b>	\$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 Program Specialist 1, with a starting salary of \$54,351.06.

**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 close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

**DESCRIPTION:** The Office of Revenue and Financial Reporting is responsible for overseeing Social Security payments for children in foster care, maintaining the Public Assistance Cost Allocation Plan, completing all revenue and reporting related to Title IV-E, monitoring and reporting federal fiscal data for all DCF grants and all DCF account receivable functions.

The Program Specialist Trainee will oversee the planning, implementation, and monitoring of NJ Spirit's (NJS) Trust Accounts that maintain benefits from the Social Security Administration (SSA) while also ensuring that Achieving a Better Life Experience (ABLE) accounts are properly established. The Program Specialist trainee will work closely and collaboratively with DCF staff, local CP&P staff, SSA, public and private partners, including families, and community providers in order to ensure that children's accounts are properly maintained.

### RESPONSIBILITIES:

- Provides an oversight of assigned SSA and ABLE Accounts.
- Continually review the Trust Accounts in NJS, and ABLE accounts to ensure fidelity and compliance.
- Establish clear communication with internal and external stakeholders.
- Assist with the monthly reconciliation of accounts.

### PREFERRED QUALITIES/EXPERIENCE:

- Analytical and strong problem-solving skills
- Strong communication and interpersonal skills
- Ability to handle sensitive personally identifiable information (PII)
- Ability to acquire the skills to build relationships and rapport with internal and external stakeholders
- Experience using Microsoft Office Suite (particularly Excel, Word, and Outlook)

## EDUCATION:

**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 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 one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs).

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as 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.

**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.

**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](http://StudentAid.gov/PSLF).

**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](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.**