



JOB VACANCY POSTING

POSTING #:

219-25

ISSUE DATE:

May 12, 2025

TITLE:

REGULATORY OFFICER 1
(CLASSIFIED NON-COMPETITIVE)

CLOSING DATE:

May 26, 2025

FUNCTION:

Medicaid Specialist

LOCATION:

Department of Children and Families (DCF)
Division of Family and Community Partnerships
50 East State Street
Trenton, NJ 08625

POSITIONS:

2

RANGE:

P26

DISTRIBUTION:

STATEWIDE

SALARY:

\$78,024.71- \$111,000.00

SCOPE OF ELIGIBILITY:

Opportunities 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 close supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.

The Medicaid Specialists will work within the Division of Family and Community Partnerships, with one position supporting the Office of Early Childhood Services and the other position supporting the Office of Family Preservation and Reunification in establishing Medicaid as a funding source for the delivery prevention programs. These Offices provide a range of primary, secondary, and tertiary prevention services to reduce child maltreatment and increase family and child well-being. Utilizing Medicaid where appropriate is critical to Department's strategic plan goals for improving and expanding the Division's prevention services. As a new function within the Division, the Medicaid Specialists will serve as a technical resource for their respective office and will have an important role in building relationships, interpreting requirements, and establishing processes to ensure appropriate use of these funds. Responsibilities for these positions include:

Interpreting Medicaid requirements, and modifying existing processes and/or establishing new processes necessary to meet these requirements;

Conducting research on Federal and State guidelines including consulting with outside agencies as needed;

Serving as a technical resource for the Office and advising Office and Division leadership on key decisions related to Medicaid funding of prevention services;

Analyzing program data to identify risks, problems, and areas in need of improvement;

Compiling data and developing reports in Excel on a monthly, quarterly, and annual basis documenting usage, spending, and performance against expectations for informing Office, Division, and executive leadership;

Serving as representative for the Office with staff from the Department of Human Services and its fiscal agent in coordination related to Medicaid requirements;

Consulting with outside agencies to assist providers to troubleshoot and resolve complex issues

Approving requests for enrollment of families into the Medicaid waiver;

Providing authorization on behalf of DCF for enrollment as a Medicaid provider for these new services;

Developing public facing reference material and training material related to Medicaid requirements and processes for DCF prevention programs;

Delivering training to staff and providers on Medicaid topics; and

Coordinating and collaborating with Program Leads who manage provider networks.

REQUIREMENTS

EDUCATION:

Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

EXPERIENCE:

One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney. **Experience in health and human services is preferred.**

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Strong organizational skills and attention to detail, mandatory

Ability to multitask and prioritize job duties, mandatory

Presentation skills, strongly desired

Interpersonal skills, mandatory

Experience with NJ Family Care/Medicaid or other assistance programs such as eligibility determination, quality assurance, or billing strongly desired

Knowledge of Medicaid Management Information System (MMIS) strongly desired

Intermediate Microsoft Excel skills, mandatory

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

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

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.

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, or call CSC at (609) 292-4144, option 3.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

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.

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

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.