



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

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

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	147-24	<b>ISSUE DATE:</b>	March 25, 2024
<b>TITLE:</b>	<b>CHILD CARE QUALITY ASSURANCE INSPECTOR APPRENTICE (CLASSIFIED NON-COMPETITIVE)</b>	<b>CLOSING DATE:</b>	April 8, 2024
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Licensing Child Care Licensing 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P20
<b>DISTRIBUTION:</b>	STATEWIDE	<b>SALARY:</b>	\$57,420.37 - \$81,196.66

**SCOPE OF ELIGIBILITY:** Opportunities are subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This is a field inspector position that requires driving your own personal vehicle where you will be reimbursed for mileage. This position is located in Trenton, requiring reporting to Trenton on a weekly basis. The majority of the time is spent in the field conducting Child Care Inspection responsibilities primarily in Hudson, Bergen, Essex and Passaic Counties.

**DEFINITION:** Under the close supervision of a supervisory official in the Department of Children and Families, as an apprentice and productive worker, receives on the job training in administering the licensure and enforcement provisions of the Child Care Licensing Act (NJSA 30:5-1) and the Resource Family Parent Licensing Act (NJSA 30:4C-27.3); learns to conduct inspections and evaluations of physical facilities and residential treatment center programs, pregnant and parenting adolescent programs, children's residential adventure programs, juvenile sex offender programs, partial care programs, youth case management programs, children's shelters and shelter homes, children's group homes, supervised transitional living homes, treatment homes, teaching family homes, psychiatric community residences for youth, resource family homes and parents, child care centers, registered family care homes, sponsoring organizations, and adoption agencies to ensure their compliance with State and federal statutes and regulations and with department standards; does other related duties as required.

### 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 in the licensing, regulation, inspection, or evaluation of child care centers, family day care homes, child placement agencies, residential or shelter facilities, group homes, resource family homes, or other facilities or homes for children or, as a manager, director, administrator, supervisor, or comparable position in a child care placement agency, child care center, residential facility, shelter, group home, or other facility/home for children.

**OR**

Four (4) years of professional experience in social work, direct support counseling, guidance and/or casework involving high risk child abuse and neglect or other problematic socioeconomic situations involving counseling

services to clients with social, emotional, psychological, or behavioral problems including gathering and analyzing information, determining needs, and planning and supporting and/or carrying out treatment plans.

**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.

**SPECIAL NOTE:** Bachelor's or Master's degree in Early Childhood Education, Preschool through Third Grade (P-3) Certification or related field of study is preferred.

**ADVANCEMENT:** Appointees who successfully complete the twenty-four (24) month apprenticeship will be eligible for advancement to the Child Care Quality Assurance Inspector 1 title, in accordance with the New Jersey Civil Service Commission procedures. The inability of an employee in this apprentice title to attain a level of performance warranting advancement to the Child Care Quality Assurance Inspector 1 title 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 essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**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).

**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 <https://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.

### **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 in 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.