



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
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WILLIAM H. CRANFORD
Chief Administrative Officer

February 24, 2023 NOTICE OF JOB VACANCY #23-146

This is a repost of vacancy #22-315; previous applicants need not reapply.

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Program Development Assistant
SALARY: \$72,836.90 to \$103,620.41
LOCATION: [Juvenile Justice Commission](#)
Policy, Research and Planning
Juvenile Detention Alternatives Initiative & System Reform Unit
1001 Spruce Street, Suite 202, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the supervision of the Manager, Juvenile Detention Alternatives Initiative (JDAI) & System Reform Unit, assists in juvenile justice program development and implementation in assigned counties; prioritizes policy, practice, and program changes and makes related recommendations to stakeholder groups; monitors and evaluates the operation of programs, policies, and practices in assigned counties; conducts trend analysis regarding juvenile justice issues, compiling and analyzing statistical data to identify issues and assess results; prepares accurate and informative reports containing findings and assists in the development and implementation of program improvement initiatives based on findings; develops data systems for tracking, monitoring, and evaluating changing trends and the impact of all policy and programming changes implemented; conducts studies that analyze data using both qualitative and quantitative research methods to inform the work of local and state committees and makes recommendations regarding existing and proposed policy and programming based on the results; conducts trainings and workshops on policies and programs; uses various types of information technology and technical systems to carry-out job responsibilities, including SPSS, Microsoft Access, and Microsoft Excel; navigates information systems of multiple agencies to extract data for analysis; does related duties as necessary.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

EXPERIENCE: Three (3) years of experience in the development, implementation, or evaluation of programs and instructional proposals and program presentations, budgeting preparation, planning, and administrative initiatives is required.

LICENSE: Appointee 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.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-146 and a current resume on or before the closing date of March 24, 2023 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources - Recruitment Officer
P.O. Box 107
Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

