



# 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>	500-23	<b>ISSUE DATE:</b>	November 15, 2023
<b>TITLE:</b>	<b>ANALYST TRAINEE (CLASSIFIED NON-COMPETITIVE)</b>	<b>CLOSING DATE:</b>	November 29, 2023
<b>FUNCTIONAL TITLE:</b>	<b>SYSTEM ANALYST</b>		
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Information Technology 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	Multiple	<b>RANGE:</b>	P 95
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	\$48,056.98 - \$50,229.66
<b>SCOPE OF ELIGIBILITY:</b> Subject to current promotional and hiring restrictions.			
<b>SPECIAL NOTE:</b> This position may be eligible to work remotely for up to two days in a calendar week.			

**DEFINITION:** Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application, and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

**SPECIAL NOTE:** This position will function as a System Analyst Trainee. System Analyst Trainees will assist System Analysts when meeting with internal and external stakeholders to establish project scope, system goals, and requirements for changes to the Department's Comprehensive Child Welfare Information System (CCWIS) application (NJ SPIRIT) and other applications.

The System Analyst Trainee will:

- Assist and learn to create system specifications that account for best practices in scalability, supportability, ease of maintenance, and system performance for the development team.
- Document the changes in design documents and create flow charts and data mapping for developers to follow in their coding and testing.
- Are responsible for testing system updates, creating testing documentation and supporting User Acceptance Test.
- Assist and learn to translate technical specifications into clear non-technical language requirements to be comprehensible by non-technical staff.
- Assist and learn how to work with large data sets, developing ad-hoc queries, and recommending solutions based on data analysis.
- Other tasks include, managing the system's workflow, detecting, and diagnosing malfunctions, and assisting the Help Desk staff with reported issues and concerns.

## REQUIREMENTS

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

**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.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the title Administrative Analyst 1 in accordance with Civil Service Commission procedures. The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.

**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.

**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 <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.

#### **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.**