



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Tahesha L. Way, Esq.
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	180-25	ISSUE DATE:	April 9, 2025
TITLE:	ANALYST TRAINEE (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	April 23, 2025
LOCATION:	Department of Children and Families Office of Early Childhood Services Division of Family and Community Partnerships 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P 95
DISTRIBUTION:	STATE-WIDE	STARTING SALARY:	\$49,738.97
		6 MONTH SALARY INCREASE:	\$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 Administrative Analyst 1, with a starting salary of \$56,828.70.

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 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.

DESCRIPTION: The NJ Department of Children and Families (DCF), Office of Early Childhood Services seeks an Evidence Based Home Visiting (EBHV) Continuous Quality Improvement (CQI) Specialist/Data Analyst that will report to the Home Visiting Program Director and Assistant Director of the Office of Early Childhood Services (OECS). The Continuous Quality Improvement (CQI) Specialist is responsible for leading and supporting efforts to enhance quality, efficiency, and effectiveness across the office. This role involves analyzing performance data, identifying improvement opportunities, and implementing strategies to achieve measurable improvements in processes, services, and outcomes across initiatives. The CQI Specialist will also coordinate and collaborate with state and local partners in the enhancement of EBHV and fulfill MIECHV Continuous Quality Improvement (CQI) and benchmark reporting requirements for state and federal grants.

RESPONSIBILITIES:

- Anticipated tasks of this position may include:
- Conduct root cause analysis to identify the underlying causes of performance issues.
 - Develop and implement process improvement initiatives using methodologies such as Plan-Do-Study-Act (PDSA) cycles.
 - Collaborate with cross-functional teams to design and test process changes, ensuring they lead to sustained improvements.
 - Engage with internal and external stakeholders to gather input, share findings, and build support for improvement initiatives.
 - Serve as liaison between departments/initiatives to ensure alignment and collaboration on quality improvement efforts.
 - Collect, analyze, and interpret performance data to identify trends, patterns, and areas for improvement.
 - Develop and maintain dashboards, scorecards, and other reporting tools to monitor key performance indicators (KPIs).
 - Process Improvement in various initiatives in OECS: home visiting, Connecting NJ, and teen programming.
 - Understand the core components of EBHV models: Parents as Teachers (PAT), Healthy Families America (HFA), Nurse Family Partnership (NFP) and Home Instruction for Parents of Preschool Youngsters (HIPPY).
 - Understand both state and federal performance measures and reporting requirements.
 - Assist with data collection and state and federal reports.
 - Participate in related assigned committees, and other state/local meetings, as needed.
 - Review data collection and tracking for quarterly and annual reports.
 - Ensure standard data collection procedures, documentation, and other critical elements for the EBHV data management systems.
 - Provide training and support to staff on quality improvement methodologies and tools.
 - Facilitate workshops, training sessions, and improvement projects to build office and provider capacity for continuous quality improvement.
 - Ensure that all improvement activities comply with relevant regulatory, accreditation, and organizational/federal standards.
 - Stay current with best practices and emerging trends in quality improvement.
 - Provide consultation with HV Program Manager in quality improvement measures for EBHV and other ECS initiatives.
 - Work with National Model Leads and John Hopkins University evaluators.
 - Work collaboratively with DCF Program Specialist and Model State leads to enhance CQI and data management efforts at the state and local level.

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 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 journeyman 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.

SPECIAL NOTE: Successful candidates will have experience in the following:

- Bachelor’s degree in a related field (e.g., healthcare administration, public health, public administration). Master’s degree preferred.
- Minimum of 3-5 years of experience in quality improvement, preferably in a healthcare, state or non-profit.
- Demonstrated experience with quality improvement methodologies such as PDSA.
- Strong analytical and problem-solving skills.
- Excellent project management and organizational skills.
- Proficient in data analysis tools and software (e.g., Excel, statistical software).
- Effective communication and interpersonal skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Proficient in Microsoft Word, Excel, and PowerPoint.

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.

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.