



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

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JOB VACANCY POSTING

POSTING #:	317-24	ISSUE DATE:	July 23, 2024
TITLE:	PROGRAM SPECIALIST TRAINEE (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	August 22, 2024
FUNCTIONAL TITLE:	PROJECT MANAGER TRAINEE		
LOCATION:	Department of Children and Families (DCF) Office of Strategic Development 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 Program Specialist 1, with a starting salary of \$54,351.06.

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 close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

The Office of Strategic Development (OSD), an Executive Level Office within DCF, plays a vital role in advancing the Department's strategy and objectives. By focusing on implementation processes the office enhances operations, improves service delivery, and increases Department performance. OSD is dedicated to finding better, smarter, and more effective ways to perform work, ultimately serving families and supporting the Department's strategic goals for service excellence, positive outcomes, infrastructure development, and the integration of core approaches into DCF services and operations. Core functions of OSD include organizational development, program development, and project management. The office is committed to effective communication and leadership that fosters understanding, builds capacity, and drives results.

JOB SUMMARY: Under the close supervision of Assistant Director, Administrator, Supervising Project Manager or other supervisory staff in the Office of Strategic Development at DCF, the Program Specialist Trainee will receive on-the-job training to support the project management of various program and organizational development projects aligned with the Department of Children and Families (DCF) strategic plan.

JOB RESPONSIBILITIES: The Program Specialist Trainee will support the project management of a diverse portfolio of program and organizational development projects aligned with DCF's strategic plan. Examples of work include:

- Learning project management standards and best practices by taking advantage of relevant formal, self-directed, peer-to-peer and supervisor-led professional development opportunities.
- Supporting the organization and coordination of teaming activities which include partnering and communicating with team members from OSD, DCF programmatic and operational divisions and offices and other external partners and consultants, as needed.
- Supporting project teams by scheduling and attending project meetings, drafting agendas, and taking notes.

- Supporting project managers with project documentation including project schedules, risk/issues logs, budgets, and resource assignments.
- Using various technologies and applications (i.e., MS Outlook, Teams, OneNote, Excel, PowerPoint, Project, etc.) to co-develop and edit materials to successfully support OSD project management and maximize efficiencies

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 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.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs).

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above 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 the essential duties of the position.

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.

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

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

Include the Job Posting # in the subject line of your email.