



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	047-23	ISSUE DATE:	January 26, 2023
TITLE:	SOFTWARE DEVELOPMENT SPECIALIST 1	CLOSING DATE:	February 9, 2023
LOCATION:	Department of Children and Families (DCF) Office of Analytics and System Improvement Data Management and Reporting 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P21
DISTRIBUTION:	STATE-WIDE	SALARY:	\$58,031.09 - \$82,157.57

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

SPECIAL NOTE: This position will report in-person to the Office of Analytics and System Improvement, Data Management and Reporting in Trenton, NJ. The office is currently participating in the pilot hybrid work week, and staff may apply to work remotely up to two days per week.

DEFINITION: Under close supervision and monitoring in a state or local government agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work.

The NJ Department of Children and Families (DCF), Office of Analytics and System Improvement, Data Management and Reporting (DMR) seeks a programmer/analyst to provide technical and analytical support for DCF programmatic Divisions. Candidates must have experience using Oracle SQL, PL/SQL, and working with large administrative data sets. Familiarity with Medicaid health care claims and Child Welfare data a plus.

The responsibilities of the selected candidate include:

- Design and code reports, extract files, and related data analysis projects;
- Design and implement quality assurance procedures;
- Work with program partners to acquire report specifications;
- Assist in the preparation of detailed output reports and presentations, including chart, graphs, and other visualizations;
- Assist with the development of codebook for management of longitudinal data and related analysis methods;
- Provide technical support and management of data files, including data extracting, merging, and restructuring;
- Produce analytical datasets to be used in with Tableau and other visualization software;
- Maintain analytical files including programming code, analytical outputs, and tables with findings;
- Excellent problem solving and interpersonal and collaboration skills, and the ability to multi-task and balance the needs of multiple parties

REQUIREMENTS

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

EXPERIENCE: One (1) year of programming, systems programming, or computer analysis experience.

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

NOTE: A Master's degree in an information technology field may be substituted for the required experience.

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.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

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: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

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**](mailto:Job.Posting@dcf.nj.gov)

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