



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 102-23 **ISSUE DATE:** February 27, 2023

TITLE: **DEPUTY DIRECTOR OF OPERATIONS
(UNCLASSIFIED)** **CLOSING DATE:** March 13, 2023

LOCATION: Department of Children and Families (DCF)
Division of Child Protection and Permanency
Office of the Assistant Commissioner
50 East State Street
Trenton, NJ 08625

POSITIONS: 1

DISTRIBUTION: STATEWIDE **SALARY:** Commensurate with
education and experience

SCOPE OF ELIGIBILITY: Opportunities are 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.

SPECIAL NOTE: While this position reports into Trenton, NJ, the physical location of the position is flexible depending on where the selected candidate resides.

DEFINITION: The Department of Children and Families, Division of Child Protection and Permanency (DCP&P) is seeking a well-rounded individual with strong leadership skills to assist the DCP&P Assistant Commissioner and other Officers of the Commissioner's Office in accomplishing its mission, to support families by providing efficient and effective management supports. As the Deputy Director (DD) this individual, administratively supports and conducts the daily operations of DCP&P and provides oversight of programs, policies and operations of the Division in accordance with State and Federal guidelines as it relates to DCP&P in all areas of practice, including adoption. The DD will be instrumental in analyzing and/or coordinating the analysis of proposed policy, Legislation of programs, Administrative Orders, Executive Orders and rules (New Jersey Administrative Code) affecting the Division, with particular emphasis on the administrative and budget implications of specific changes or additions impacting on programs and functions within the purview of the DCP&P Assistant Commissioner. This position oversees the management of the State Central Registry Office (SCR), 24 hour operation.

- Functions as the CP&P liaison to the Training Consortium (University partners and the DCF Training Academy). Attends consortium meetings monthly, reviews curriculum and provides feedback regarding DCP&P policy and/or content.
- Functions as the Liaison to the Office of Adolescent Services (OAS). Collaborates and partners with OAS staff on: grants, new initiatives, case conferences, attends Adolescent Practice Initiatives (API) meetings monthly and supports implementation of OAS programming in DCP&P field offices.
- Supports the Assistant Area Directors (AAD) and Area Quality Coordinators (AQC) and participates in quarterly AQC and AAD meetings. Provides information, guidance and technical assistance as needed and requested.
- Is a Qualitative Review (QR) Reviewer and participates in QRs across the state.
- Functions as a Liaison to Office of Performance Management & Accountability in coordinating quality assurance initiatives and processes.
- Participates in administrative planning for the Division, including participation in Executive Management operational and policy meetings, as necessary, and other meetings to address special problems of organization and administration

- Produces results that reflect logical and thorough organization and sound analysis of operational problems and issues.
- Recommends clear and effective strategies for addressing issues and problems related to programs and functions within the purview of the CP&P Assistant Commissioner.
- Produces timely reports that reflect clear, accurate and thorough analysis of issues and problems that offer sound conclusions for remedial action.
- Participates in monitoring the quality and fidelity of the case practice model in partnership with the Office of Performance Management & Accountability.
- Collaborates with staff and DCF partners to ensure the safety, well-being and permanency of children and families served by CP&P in accord with principles that reflect "best practice" standards, promoting strength-based family engagement and teaming. Partners with external and internal stakeholders to support policy and the delivery of services that are solution-focused, strength-based and individualized.
- Monitors training initiatives to ensure best practices are supported.
- Partners with leadership to ensure management by data balances positive qualitative and quantitative outcomes.
- Partners with leadership to ensure best practices are supported for all areas of practice including Resource Care, Adoption, and SCR Operations.

REQUIREMENTS:

EDUCATION: A Bachelor's degree from an accredited college or university is required. A Masters degree in Social Work or related field is preferred.

EXPERIENCE: At least eight (8) years of social service experience which should include substantive experience in the management and leadership of social service program, three years of which shall have involved management responsibilities, including personnel, policy, budget and fiscal accountability and oversight.

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.

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.

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.

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.

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.