



JOB VACANCY POSTING

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|---|--|--------------------------|---------------|
| POSTING #:  | 251-25   | ISSUE DATE:              | May 29, 2025  |
| TITLE:  | PROGRAM SPECIALIST TRAINEE<br>(CLASSIFIED NON-COMPETITIVE)   | CLOSING DATE:            | June 12, 2025 |
| LOCATION:   | Department of Children and Families<br>Office of Monitoring<br>30 Van Dyke Avenue<br>New Brunswick, NJ 08901 |                          |               |
| POSITIONS:  | 1  | RANGE:                   | P95           |
| DISTRIBUTION:   | STATE-WIDE   | STARTING SALARY:         | \$49,738.97   |
|   |  | 6 MONTH SALARY INCREASE: | \$51,987.70   |
| <b>SPECIAL NOTE:</b> 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. |  |                          |               |
| <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 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 Program Specialist Trainee will work within the DCF Office of Monitoring (OOM), supporting the OOM responsibilities for conducting comprehensive, biannual assessments of the quality of practice and services delivered by contracted providers serving New Jersey’s children and families. Monitoring approaches include the use of standardized instruments for reviews of case records, site visits, and interviews with service referents, clients, and community stakeholders. The OOM evaluates provider agency performance on critical state priorities, including assessment of quality, constituent and referral experience, adherence to service models, and examination of service outcomes.

**RESPONSIBILITIES:** The Program Specialist Trainee will support the development and implementation of DCF's OOM approaches. Examples of work may include:

- Receives training in the principles of monitoring and evaluating contracted programs designed to meet the needs of New Jersey's children and families, which includes a significant amount of reading and critical thinking
- Becoming versed on service types and array of services by familiarizing self with service lines guidelines, manuals, contracts, and awarded RFPs.
- Learning program development and implementation principles and best practices by taking advantage of relevant formal, self-directed, peer-to-peer and supervisor-led professional development opportunities
- Learning to identify and gather all information relevant to recognizing a safety or risk concern
- Attend and complete training on monitoring tasks
- Must adhere to all DCF Policies, and OOM Protocols and Procedures
- Supporting the organization and coordination of teaming activities which include partnering and communicating with team members from OOM, other divisions and offices and other external partners and consultants, as needed
- Recruiting, scheduling, and interviewing service clients using standardized instruments; administer service referent surveys
- Scheduling and attending meetings, creating, and distributing agendas, documenting, and sharing meeting notes and tracking follow-up tasks
- Using various technologies and applications to co-develop and edit presentations and prepare charts, tables, reports, and other graphic representations
- Assisting in documenting and synthesizing findings of various monitoring activities; data entry
- Communicating professionally with leadership, colleagues, and provider agencies through open and interactive communication
- Traveling throughout the State of New Jersey, including out of state travel to perform job duties (travel is not restricted by county or region).

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.

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](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.

**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. A complete list of DCF unit scopes can be found [here](#).

**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.**