



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 129-23 **ISSUE DATE:** March 14, 2023

TITLE: REGULATORY OFFICER 1 **CLOSING DATE:** March 28, 2023

FUNCTIONAL TITLE: FAMILY FIRST PREVENTION SERVICES ACT ADMINISTRATOR

LOCATION: Department of Children and Families (DCF)
Office of First Deputy Commissioner for Programs and Services
50 East State Street
Trenton, NJ 08625

POSITIONS: 1 **RANGE:** P 26

DISTRIBUTION: STATE-WIDE **SALARY:** \$72,836.90 - \$103,620.41

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.

DEFINITION: Under close supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.

DESCRIPTION: The Family First Prevention Services Act Administrator (Family First Administrator) will coordinate the Department’s implementation of the administrative requirements of the Family First Prevention Services Act, including Department-wide project management for operationalizing processes related to fiscal, audits, information technology, data and reporting compliance, federal communication, and more. The Family First Administrator will support planning and strategizing for submission of five-year prevention plans and amendments, as needed. The Family First Administrator will work collaboratively with DCF’s programmatic and operational divisions and offices to ensure comprehensive and organized collection of Department-wide data and information related to prevention plans, amendments, status reports, and more. The Family First Administrator will support supervisory staff in writing reports related to the Family First Act, which may include prevention plans, amendments, status reports, etc., to succinctly and clearly describe DCF’s prevention strategies and efforts.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

EXPERIENCE: One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

SKILLS:

- Understanding of the national and/or state child welfare and protection field, laws/regulations, reporting and/or financing.
- Exceptional organizational skills and ability to simultaneously manage multiple projects to deadline. Project management skills preferred.

- Very strong oral and written communication skills.
- Strong ability to communicate and collaborate effectively with management, peers, and stakeholders within and outside of government.
- Excellent writing skills, especially of reports written for public and federal partner audiences.
- Competencies in additional areas: strategic thinking and planning, collaboration and teamwork, holding people accountable, developing others, managing to result, research / data analysis skills, ability to effectively lead and work in a multi-disciplinary team.
- Strong Microsoft office skills, including Word, Power Point, Excel, and Teams.

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

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.

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.

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

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.

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, resume and documentation of eligibility to practice as an Attorney-At-Law in the State of NJ **AND** a Certificate of Good Standing issued by the New Jersey Board of Bar Examiners **or** other license to practice law issued by any state in the United States 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.