



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 194-23 **ISSUE DATE:** April 24, 2023

TITLE: **GOVERNOR'S FELLOW
(UNCLASSIFIED)** **CLOSING DATE:** May 12, 2023

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

POSITIONS: 1 **RANGE:** X98

DISTRIBUTION: STATE-WIDE **SALARY:** \$75,000.00

SCOPE OF ELIGIBILITY: Opportunities 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: As a participant in the Governor's Fellowship Program, under the close supervision of a cabinet member or other executive official in a State department, institution, or agency, in a learning environment, assists in the performance of the routine functions involved in the formulation and implementation of policies relating to modern government administrative practices and procedures and their practical application; does other related duties as required.

JOB DESCRIPTION: The Governor's Fellow at DCF (DCF Fellow) will work collaboratively with department leadership to advance the state's implementation of prevention strategies set forth in its federal five-year, Family First Prevention Services Act (FFA) prevention plan and the operationalization of the administrative requirements. Specifically, the DCF Fellow will support department-wide project management for operationalizing processes related to FFA, including, but not limited to, finance, procurement, audits, information technology (IT), data and reporting, and federal compliance and communication. The DCF Fellow also may support supervisory staff in writing reports related to FFA. Through this position, the DCF Fellow will have the opportunity to gain valuable experience applicable to a range of government work that extends beyond the field of child welfare, e.g., programmatic and operational planning and implementation, fiscal strategy and management, federal compliance, IT planning, and more.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Master's degree and a combination of established excellence in academics and/or professional achievement; proven leadership ability and potential for further growth; demonstrated commitment to public service; effective written communication skills as demonstrated by writing assignment; evidence of effective teamwork.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

KNOWLEDGE AND ABILITIES: The DCF Fellow should have, or be able to acquire, an understanding of the national and/or state child welfare and protection field, laws/regulations, reporting and/or financing. The DCF Fellow should have exceptional organizational skills and ability to simultaneously manage multiple projects to deadline. The DCF Fellow should have very strong verbal and written communication skills, and a clear ability to communicate and collaborate effectively with management, peers, and stakeholders within and outside of government. The DCF Fellow should have the ability to acquire knowledge of modern government fiscal, administrative, and personnel practices and procedures, as well the functions, responsibilities, and operations of Department offices and programs.

- Additional beneficial competencies include: strategic thinking and planning, collaboration and teamwork, holding people accountable, managing to result, research/data analysis skills, ability to effectively lead, and ability to work in a multi-disciplinary team. Strong Microsoft Office skills, including skills related to Word, PowerPoint, Excel, and Teams, would also be beneficial.

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.

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

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.