



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Tahesha L. Way, Esq.**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 171-24 **ISSUE DATE:** April 11, 2024  
**TITLE:** **GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)** **CLOSING DATE:** April 25, 2024  
**FUNCTION:** **PROGRAM EVALUATOR**  
**LOCATION:** Department of Children and Families (DCF)  
Office of Applied Research and Evaluation  
50 East State Street  
Trenton, NJ 08625  
**POSITIONS:** 1  
**DISTRIBUTION:** STATE-WIDE **SALARY:** \$95,000

**SCOPE OF ELIGIBILITY:** 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.

The Department of Children and Families, Office of Applied Research and Evaluation is seeking a qualified individual to fill a Program Evaluator position.

**DEFINITION:** The Department of Children and Families (DCF) seeks a candidate with strong analytical and methodological expertise in program evaluation to lead the design and implementation of program evaluations and continuous quality improvement processes focused on DCF's services for adolescents transitioning out of foster care.

Anticipated tasks of this position include:

- Lead the design and implementation of evaluation projects using qualitative and quantitative methods.
- Coordinate and manage evaluation teams consisting of both research and programmatic staff.
- Review, summarize, and communicate findings from relevant scientific and national literature related to evaluation projects.
- Participate in the design of research protocols and evaluation plans.
- Develop and maintain data collection tools, data collection systems and databases, as needed.
- Participate in fieldwork and data collection efforts.
- Maintain analytical files including analytical outputs and tables with evaluation findings.
- Design and participate in continuous quality improvement processes related to DCF programs and services. Create and maintain standardized reports and data visualizations. Facilitate data-driven conversations aimed at improving program performance and outcomes.
- Analyze qualitative and quantitative data using software packages such as Excel and SPSS.
- Develop interactive data dashboards and visualizations using Tableau for program partners and stakeholders.
- Collaborate with stakeholder groups to implement evaluation projects, interpret data and develop recommendations.
- Communicate findings to stakeholders at multiple levels and with various backgrounds through presentations and written products.
- Partner with external research institutions to facilitate successful implementation of external evaluations of DCF programs.
- Support the development and maintenance of interactive data dashboards and visualizations using Tableau for program partners and stakeholders.
- Collaborate with stakeholder groups to implement evaluation projects, interpret data and develop recommendations.
- Communicate findings through presentations and written products to both internal and external partners.
- Manage project activities, maintain workplans, develop meeting agendas and notes, and ensure adherence to timelines.
- Participate in professional development opportunities as appropriate.

## REQUIREMENTS

**EDUCATION:** Graduation from an accredited college with a Master's degree in a discipline appropriate to the position.

**SPECIAL NOTE:** Candidates must possess an advanced degree in Public Health, Social Work, Psychology or other Social Science field from an accredited college or university, a PhD is preferred.

**EXPERIENCE:** Two (2) years of experience in a field appropriate to the position.

**NOTE:** A Doctorate in a discipline appropriate to the position may be substituted for two (2) years of experience indicated above.

**SPECIAL NOTE:** Successful candidates will have at least two (2) years of experience in public health, child welfare, health services, or epidemiological research and program evaluation. Proven qualitative and quantitative analysis skills. Experience creating data visualizations preferred, particularly using Tableau. Proven track record of delivering accurate, comprehensive results within tight deadlines. Excellent oral and written communication skills. Ability to work well both independently and in teams. Excellent problem-solving, collaboration and organizational skills.

**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.

**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).

**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.

**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.

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.