



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

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

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

|                          |   |                      |                          |
|--------------------------|---|----------------------|--------------------------|
| <b>POSTING #:</b>        | 155-25  | <b>ISSUE DATE:</b>   | March 28, 2025           |
| <b>TITLE:</b>            | <b>SOFTWARE DEVELOPMENT SPECIALIST 1<br/>(CLASSIFIED NON-COMPETITIVE)</b>   | <b>CLOSING DATE:</b> | April 11, 2025           |
| <b>FUNCTIONAL TITLE:</b> | <b>NEW JERSEY SPIRIT DATA ANALYST</b>   |                      |                          |
| <b>LOCATION:</b>         | Department of Children and Families (DCF)<br>Office of Data Management & Reporting<br>50 East State Street<br>Trenton, NJ 08625 |                      |                          |
| <b>POSITIONS:</b>        | 1   | <b>RANGE:</b>        | P 21                     |
| <b>DISTRIBUTION:</b>     | STATE-WIDE  | <b>SALARY:</b>       | \$62,164.36- \$88,009.21 |

**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 and monitoring in a state or local government agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work.

This position is based in the Office of Data Management & Reporting at the New Jersey Department of Children and Families.

Under close supervision and monitoring in the Office of Data Management & Reporting at NJ DCF, performs analysis, maintenance, and support work on the New Jersey SPIRIT (NJS) and Enterprise Data Warehouse (EDW) systems. The incumbent will be expected to learn NJS Tables and become proficient in querying data using custom SQL queries as needed; does other related work.

### RESPONSIBILITIES:

- Write and execute SQL queries to extract and manipulate data from NJS and the DCF Enterprise Data Warehouse (MS Azure).
- Prepare test data for validating query results and system outputs.
- Assist in the integration testing of data flows and processes following predefined test plans.
- Develop and maintain documentation related to data queries, data structures, and system processes.
- Monitor and maintain the accuracy and integrity of data within the EDW and related systems.
- Identify, document, communicate, and resolve data-related issues within existing systems.
- Develop logical query designs for extracting data for various reporting and analysis needs.
- Develop and share data extracts from NJ SPIRIT and other DCF systems as requested by the stakeholders in varied degrees of complexity.
- Support senior staff in data projects by lending technical skills to fulfill complex data requests.
- Maintain essential records and files related to data management activities.
- Support all data requests and projects as assigned to by the unit supervisor.
- Will be required to learn and utilize various electronic and manual recording and computerized information systems used by the office or related units.
- Does other related duties as required.

**REQUIREMENTS** 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.

Five (5) years of professional experience in programming, systems programming, computer analysis, or data engineering.

### OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

### OR

Possession of a master's degree in an information technology field.

**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.

## KNOWLEDGE AND ABILITIES:

- Knowledge of SQL and its application in querying databases.
- Knowledge of data access methods and database structures.
- Familiarity with data communication protocols and systems.
- Ability to analyze and interpret data to support decision-making processes.
- Ability to develop accurate and informative reports based on data analysis.
- Ability to communicate findings, recommendations, and conclusions effectively.
- Ability to collaborate with coworkers to develop and maintain cooperative working relationships.
- Ability to maintain essential records and files related to data management and reporting.
- Ability to learn how to utilize various types of electronic and manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

**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.

**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.**