



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 252-23 **ISSUE DATE:** May 15, 2023

**TITLE:** **GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)** **CLOSING DATE:** May 29, 2023

**FUNCTION:** **FEDERAL REPORTS SPECIALIST**

**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 **SALARY:** Commensurate with education and experience.

**DISTRIBUTION:** STATE-WIDE

**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.

**DESCRIPTION:** The Federal Reports Specialist will manage the cross-departmental planning and coordination of various annual and periodic federal reports, including, but not limited to the Annual Progress and Services Report, the Child and Family Services Plan, reports related to the Child and Family Services Review, applications/proposals and reports connected to various federal grants, and other federally mandated reports. The Federal Reports Specialist will work collaboratively with leadership and staff from all of DCF's programmatic and operational divisions to formulate strategies to meet the programmatic and fiscal requirements of the Administration for Children and Families (ACF) and to ensure comprehensive and organized collection and synthesis of Department-wide information and data. The Federal Reports Specialist will support supervisory staff in developing reports and plans, as needed, for submission to ACF, as well as for public review, that succinctly and clearly describe DCF's current initiatives and programs, articulate multi-year future strategies and detail the applicable federal funding sources utilized for relevant programming. The Federal Reports Specialist will ongoingly follow-up on plan objectives and goals and manage regularly required reporting related to that work. The Federal Reports Specialist may be asked to work on additional short-term projects, as needed.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a bachelor's degree. Master's or other advanced degree preferred.

**EXPERIENCE:** Preferred candidates will have experience working with state or federal child welfare or related agency, or experience in writing plans, proposals and reports.

**SKILLS:**

- Should have, or be able to acquire, an understanding of the national and/or state child welfare and protection field, including relevant laws and/or regulations, reporting requirements, data analysis, and/or financing mechanisms.
- Exceptional organizational skills and ability to simultaneously manage multiple projects, many with quick turnarounds, to results and by deadline.
- Excellent oral and written communication skills for use with wide range of audiences, including the general public and federal partners.
- Strong ability to interpret applicable laws, rules, regulations and ACF guidance related to plan development, reporting and fiscal requirements, and to provide technical advice to management and peers on same.
- Strong ability to lead and work in a multi-disciplinary team, to collaborate effectively with management, peers, and stakeholders within and outside of DCF, and to hold team members accountable.
- Additional competencies and strengths: strategic thinking and planning, research/data analysis skills, and Microsoft office skills, including Word, Power Point, Excel, and Teams.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**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](mailto: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 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.**