



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Tahesha L. Way, Esq.
Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #:	164-24	ISSUE DATE:	April 9, 2024
TITLE:	LEGISLATIVE LIAISON (UNCLASSIFIED)	CLOSING DATE:	April 23, 2024
LOCATION:	Department of Children and Families Office of Communications 50 East State Street Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATEWIDE	SALARY:	Commensurate with education and experience.

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.

DEFINITION: Under general direction of the Commissioner of the Department of Children and Families and senior leadership, has charge of all programs related to the maintenance of an active, effective, liaison with the New Jersey State legislature and other federal, state, and local government officials with regard to regulations, policy, and legislation; does related work as required to support and advocate for the Department's strategic priorities with members of the legislature and Governor's Office.

This position will report to the Manager, Legislative Affairs within the Office of Communications and Public Affairs, and is responsible for reviewing pending legislation, coordinating or drafting bill comments, assisting legislative offices with relevant constituent requests, collaborating with the Governor's Office, as needed or appropriate, and advising Department leadership on legislative strategy.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Six (6) years of experience in intergovernmental affairs with primary responsibility for interaction with other levels of government and other agencies regarding program matters.

SPECIAL NOTE: Preferred candidate will have four (4) years of experience in governmental affairs, reviewing pending legislation, coordinating or drafting bill comments, assisting legislative offices with constituent requests, and advising on legislative strategy.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated 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.

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.

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, 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 NOTICES

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.