



**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

**JOB VACANCY POSTING**

<b>POSTING #:</b>	199-21	<b>ISSUE DATE:</b>	August 26, 2021
<b>TITLE:</b>	<b>PROGRAM SPECIALIST TRAINEE</b>	<b>CLOSING DATE:</b>	September 9, 2021
<b>LOCATION:</b>	Department of Children and Families Office of Performance Management and Accountability Office of Research, Evaluation and Reporting 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P 95
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	\$44,628.85- \$46,646.55
<b>SCOPE OF ELIGIBILITY:</b> Subject to current promotional and hiring restrictions.			

**DEFINITION:** Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

- NOTE:** In the Office of Research, Evaluation and Reporting within the Department of Children and Families (DCF), trainee will:
- Assists with gathering and manipulating Excel spreadsheets from contracted agencies, (e.g. Family Preservation Services) and provide technical assistance with reporting on the data submitted
  - Manages databases and performs data cleaning, data verification and data entry as needed
  - Demonstrates proficiency in data maintenance, transfer, storage, retrieval and the various types of electronic and/or manual recording using a variety of information systems
  - Works to ensure the timeliness, accuracy and quality of monthly service and outcome data for programs
  - Assists in the preparation, review, and improvement of data files for analysis
  - Systematically gathers data from publicly available data sources (e.g. U.S. Census) to incorporate into analyses and products
  - Creates data tables, graphs, and other data visualizations for various stakeholders
  - Assists in the creation of survey instruments and other data collection tools
  - Assists with meeting management (scheduling, note taking)
  - Conducts literature reviews as needed

**REQUIREMENTS**

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

**SPECIAL NOTE:** Knowledge of foster care and adoption populations, as well as child abuse and neglect statistics is preferred.

**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.

**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 in **PDF format**, saving all PDFs 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.