



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

### JOB VACANCY POSTING

**POSTING #:** 096-16 **ISSUE DATE:** June 23, 2016  
**TITLE:** COUNTY SERVICES SPECIALIST **CLOSING DATE:** July 7, 2016  
**LOCATION:** Department of Children and Families  
Bergen Hudson Area Office  
Gateway Plaza 2<sup>nd</sup> Floor  
1 Harmon Meadow Blvd.  
Secaucus, NJ 07094  
**POSITIONS:** 1 **RANGE:** S27  
**DISTRIBUTION:** DEPARTMENT-WIDE **SALARY:** \$67,714.29-\$96,415.56

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** In order to be considered for this position as a promotional opportunity, candidates must have applied for the County Services Specialist Promotional Examination, Symbol #PS0670K in Unit Scope CF60 that closed June 21, 2016.

**DEFINITION:** Under the direction of the Regional Administrator or other administrative official in the Department of Children and Families, implements and integrates the services of the division within the designated county (or counties) human services system, consisting of multiple public and private social service agencies and programs; attempts to maximize resources by networking and interacting with all social services in the county/community; does related work as required.

#### REQUIREMENTS

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

**EXPERIENCE:** Four (4) years of experience in the development, analysis, or review of social service programs and/or the delivery structure of such programs, two (2) years of which shall have been in program administration.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

**NOTE:** A Master's degree in Social Work, Guidance and Counseling, Business Administration, or Psychology may be substituted for one (1) year of general experience.

**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 electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Karen Kwan, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**