



**PO Box 700**

**Trenton, NJ 08625-0700**

**Department of Human Services**

**CHRIS CHRISTIE** **JENNIFER VELEZ**

***Governor Commissioner***

**KIM GUADAGNO**

***Lt. Governor***

**OPEN TO: Permanent State employees as a promotional or lateral opportunity, *pending the recession of applicable promotional and hiring restrictions.***

**STATE-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #-89-14**

**DATE: November 5, 2014**

**TITLE**: Field Service Supervisor 3, Family Development (9 positions)

**SALARY**: $56,408.42- $80,018.75

**LOCATION**: Division of Family Development, 5 Quakerbridge Plaza, PO Box 716, Trenton, NJ 08625-0716

**POSITION INFORMATION**

**DEFINITION**: Under the direction of a supervisory officer in the Division of Family Development, Department of Human Services assists in monitoring, regulating and/or enforcing various aspects of the administration of a public assistance system and/or supervises the work of staff or public assistance programs administered by local jurisdictions; does related work as required.

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

**EXPERIENCE**: Three (3) years of experience in the field of program management, public welfare and/or assistance which shall have involved contacts with lay and professional public and/or the responsibility for the review, drafting and/or interpretation of basic laws and regulations.

**NOTE:** Applicants who do not possess the Bachelor’s degree may substitute additional experience as indicated above on a year-for-year basis.

**NOTE:** A Master's degree in social work, sociology, business administration or public administration may be substituted for one (1) year of required experience.

**NOTE:** Knowledge of Microsoft Office Suite, electronic case files, document imaging and records management preferred.

**Six (6) positions:** NJ Supplemental Nutrition Assistance Program (SNAP) – These positions will be responsible for working with a team providing state oversight of NJ SNAP.

**Three (3) positions:** Work First New Jersey, Emergency Assistance Program – These positions will be responsible for working with a team providing state oversight for the County Welfare Agencies’ with Work First New Jersey, Emergency Assistance Program.

**SPECIAL NOTE:** Statewide travel **will be** required as part of the daily work performance effort and a state vehicle may or may not be available.

**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 essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**:

**HR Recruitment**

**Division of Family Development**

**Office of Human Resources**

**5 Quakerbridge Plaza, P.O. Box 716**

**Trenton, NJ 08625-0716**

**Fax #: (609) 588-4598**

**E-mail:** [***dfd-hrresumes@dhs.state.nj.us***](mailto:dfd-hrresumes@dhs.state.nj.us)

**RESPOND BY**: November 19, 2014.

**DHS-CO REVIEW**: AM 10/6/2014

***IMPORTANT NOTICES***

***(1) 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.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.***