



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	025-23	ISSUE DATE:	January 12, 2023
TITLE:	TRAINING TECHNICIAN 2	CLOSING DATE:	December 31, 2023
LOCATION:	Department of Children and Families (DCF) Office of Training and Professional Development 30 Van Dyke Avenue New Brunswick, NJ 08901		
POSITIONS:	Various	RANGE:	P22
DISTRIBUTION:	STATEWIDE	SALARY:	\$60,711.81 - \$86,030.97

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: This title is subject to NJ Civil Service Commission (CSC) Open Competitive examination procedures. Applicants are encouraged to review the CSC's website and also apply for the examination when announced at <http://info.csc.state.nj.us/Vats/JobView.aspx>.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under the direction of a Training Technician 3 or 4, or other supervisory official in a State department or agency, organizes and conducts the more complex training courses, classes and seminars for the purpose of improving individual and/or organizational performance; assists in the planning, development, administration and implementation of a small segment of a department/agency employee training program; does other related duties as required.

SPECIAL NOTE: The Office of Training and Professional Development (OTPD) leads training and professional development initiatives for all DCF divisions and offices with a large focus on the child welfare workforce. OTPD is finalizing 2-3-year strategic priorities that will be responsive to DCF's changing landscape and needs. This position will require the ability to train on both virtual platforms (e.g. Zoom and MS Teams) and in person, collaborate with a variety of internal and external stakeholders, and utilize the Microsoft Office suite (specifically Word, PowerPoint, Excel, and Teams). This position will require both training and facilitation skills and an openness to emerging training technology. This position will require knowledge and investment in current DCF child welfare practice and initiatives, an understanding of DCF's strategic plan, and a commitment to learning, growth, leadership, and self-reflection.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in work involved in planning and carrying out training programs of varied types, such as employee training, adult education, and/or group education; or two (2) years of teaching experience in elementary school through college which shall have included curriculum development and/or the organization of learning programs.

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.

NOTE: A Master's degree in Education or a related field may be substituted for 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.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS 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 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.

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.