



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

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Governor

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Commissioner

*AMENDED JOB VACANCY POSTING

POSTING #:	034-25	ISSUE DATE:	January 14, 2025
TITLE:	TRAINING TECHNICIAN 2 (CLASSIFIED, COMPETITIVE)	CLOSING DATE:	December 31, 2025
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:	\$64,340.11 - \$94,061.71

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 <https://info.csc.state.nj.us/jobannouncements/DefaultJobAnnouncement/JobList>.

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

DEFINITION: Under the limited supervision of a Training Technician 3 or 4, or other supervisory official in a State department, institution, or agency outside of the Civil Service Commission, organizes and conducts the more complex agency specific training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually for the purpose of improving individual and/or organizational performance, or in the Civil Service Commission as part of Center for Learning and Improving Performance (CLIP), organizes and conducts the more complex training courses, classes, workshops, seminars and other learning opportunities 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. Training topics may include engaging with families, children, and youth; assessing safety and risk; child development; the impact of trauma, positive and adverse childhood experiences; leadership and supervisory practice; anti-racist and equity related topics; general professional development, and other relevant child welfare topics.

This position will require the ability to train in person and on virtual platforms (e.g., Zoom and MS Teams), 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 and a commitment to learning, growth, leadership, and self-reflection.

Preferred candidates will have experience in both working with families and training.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional 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 teaching in an elementary school setting through college

which shall have included curriculum development and/or the organization of learning programs, or any combination thereof.
OR

Possession of a bachelor's degree from an accredited college or university, and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in education or a related field, and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions

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.

IMPORTANT NOTICES

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope. A complete list of DCF unit scopes can be found [here](#).

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.

EMPLOYEE BENEFITS: The Department of Children and Families provides many employee benefits, including but not limited to:

- Alternative Workweek Program*
- Deferred Compensation
- Health, Dental and Life Insurance
- Flexible and Health Spending Accounts
- Pension
- Telework*
- Public Service Loan Forgiveness
- Benefit Leave (Vacation, Sick, Administrative Leave)
- 13 Paid Holidays

*Pursuant to Department policy, procedures and/or guidelines

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.