



JOB VACANCY POSTING

POSTING #:	535-24	ISSUE DATE:	December 30, 2024
TITLE:	PROGRAM SPECIALIST 4 (CLASSIFIED COMPETITIVE)	CLOSING DATE:	January 20, 2025
LOCATION:	Department of Children and Families (DCF) Office of Training and Professional Development 30 Van Dyke Avenue New Brunswick, NJ 08901		
POSITIONS:	1	RANGE:	S29
DISTRIBUTION:	STATE-WIDE	SALARY:	\$89,575.39 - \$127,744.57

SCOPE OF ELIGIBILITY: Open to employees 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: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under the direction of a supervisory official in a State department or agency, supervises professional and/or technical staff engaged in program activities; prepares and signs official performance evaluations for subordinate staff; performs the most difficult and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; supervises and conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

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 implementing strategic priorities that will be responsive to DCF's changing landscape and needs.

OTPD is hiring for one Program Specialist 4 (Training Manager) position.

This position will be responsible for the following:

- Supervising and coaching three training supervisors.
- Supporting the development and implementation of continuous quality improvement standards and measures that ensure training facilitation and delivery supports optimal learning, innovative training and facilitation practices, and transfer of learning.
- Working in partnership with internal and external stakeholders to ensure that state and federal mandates, policies, and procedures are integrated into training material and delivery.
- Working in partnership with other OTPD units to oversee training logistics including scheduling, Learning Management System needs, instructional design, and curriculum maintenance.
- Working in partnership with various DCF operations to support and coordinate refresher/booster trainings, peer forums, communities of practice, and other related training activities.
- Conducts research and stays abreast of best practices that impact DCF practice and subsequent training delivery and content.
- Will facilitate DCF's emerging leadership and existing/updated supervisory trainings.

Preferred candidates will be able to demonstrate experience, skills and knowledge related to:

- Leadership, supervisory and coaching practices
- Training and facilitation skills
- Team/community building
- DCF's practice models (e.g., Division of Child Protection and Permanency practice with families)

The candidate selected for this position will also demonstrate OTPD's values with a strong emphasis on the ability to forge collaborations and partnerships that model a strong community built on teamwork, respect, equity and integrity.

This position requires knowledge and understanding of DCF's strategic plan and a strong commitment to learning, growth, leadership, and self-reflection.

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.

Eight (8) years of experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

OR

Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

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 judgment 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.

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 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.