



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Mikie Sherrill**  
Governor

**Dr. Dale G. Caldwell**  
Lt. Governor

**Joseph Ribsam**  
Acting Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	272-26	<b>ISSUE DATE:</b>	July 1, 2026
<b>TITLE:</b>	<b>ANALYST TRAINEE (CLASSIFIED NON-COMPETITIVE)</b>	<b>CLOSING DATE:</b>	July 15, 2026
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Grants and Proposals Management 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P 95
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>STARTING SALARY:</b>	\$53,479.83*
		<b>6 MONTH SALARY INCREASE:</b>	\$55,690.52*
			*Salaries effective 7/11/2026

**SPECIAL NOTE:** After successful completion of the 12-month training period, appointees will be eligible for advancement to the journeyman title of Administrative Analyst 1, with a starting salary of \$60,876.32.

**SCOPE OF ELIGIBILITY:** 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.

**NOTE:** Applicants are required to submit a completed [State of New Jersey Application for Employment](#) with their resume at the time of application. Failure to do so will result in disqualification for this position.

**DEFINITION:** Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

**SPECIAL NOTE:** This position will be an integral part of the Grants Unit within the Department's Office of Grants and Proposals Management, contributing to grants management and reporting in all stages of the grant life cycle. Anticipated tasks of this position include:

- Management of cross-departmental and integrated planning and development of federal and state reports, plans and grant applications.
- Drafting of clear, concise and compliant federal and state reports, plans and grant applications and supporting documentation.
- Supporting and enhancing the Department's grant management operations for active grants, e.g., grant execution reviews and follow-up, compliance, monitoring and reporting.
- Collaborating with leadership and staff from DCF's programmatic and operational divisions to formulate strategies to meet programmatic and fiscal requirements of federal grant programs.
- Providing guidance and technical assistance to, and ensuring communication across, internal and/or external stakeholders related to federal grants, as well as the initiatives and projects included within DCF's grant programs.
- Supporting cross-departmental short-term projects, as needed.

### 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.

Four (4) years of professional experience relevant to the position.

**NOTE:** Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

### OR

Possession of a bachelor's degree from an accredited college or university.

**SPECIAL NOTE:** Preferred candidates will have experience working with state or federal child welfare or related agency, or experience with grants management, or experience in writing reports and applications.

**SPECIAL NOTE:** Preferred candidates will have the following skills:

- Should have, or be able to acquire, an understanding of the national and/or state child welfare and protection field, including relevant laws and/or regulations and/or grant and reporting requirements.
- Exceptional organizational skills and ability to simultaneously manage multiple projects, many with quick turnarounds, to results and by deadline.
- Excellent oral and written communication skills for use with wide range of audiences, including the general public and federal partners.
- Strong ability to interpret applicable laws, rules, regulations and federal guidance related grant programmatic and fiscal requirements, and to provide technical advice to management and peers on same.
- Strong ability to lead and work in a multi-disciplinary team, to collaborate effectively with management, peers, and stakeholders within and outside of DCF, and to hold team members accountable.
- Additional competencies and strengths: strategic thinking and planning, research/data analysis skills, and Microsoft office skills, including Word, Power Point, Excel, and Teams.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the title Administrative Analyst 1 in accordance with Civil Service Commission procedures. The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.

**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

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

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

\*Pursuant to Department policy, procedures and/or guidelines

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <https://nj.gov/csc/jobs/veterans>.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above.

**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.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. This position does not offer visa sponsorship now or in the future.

#### Electronic Filing:

Forward a cover letter, resume, and completed Application for Employment as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto: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.**