



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	391-25	ISSUE DATE:	12/12/2025	CLOSING DATE:	12/26/2025
TITLE:	Standards and Procedures Technician 3				
LOCATION:	Division of Family Development Office of Communications and Training 6 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	R27		
		SALARY:	\$84,547.83 - \$124,365.93		
		UNIT SCOPE:	K500 – Division of Family Development		
		SERV. CLASS:	Competitive		
OPEN TO:	Current Division Employees with Underlying Permanent Service				
DESCRIPTION					
DEFINITION:	Under the general supervision of a supervisory official in a state department, institution, or agency, may supervise and evaluate the work of staff engaged in writing policy guidelines and procedures or informational material, and/or takes the lead in the review of provider or contract agencies, and in the preparation of programmatic policy manuals, bulletins, and procedural guidelines; analyzes and interprets the estimated impact(s) of Federal and/or State legislation on programs; does related work as required.				
SPECIAL NOTE:	<p>The Standards and Procedures Technician 3 will work with the Office of Communications and Training to:</p> <ul style="list-style-type: none">Support a variety of tasks and projects, ensuring accurate and effective representation of the division and its programs. This work will require a fair amount of planning, research, and interaction with subject-matter experts to gather specific information necessary to create accurate content.Provide guidance on marketing and training materials, assist with the creation and editing of these materials using industry standard software such as InDesign, identify the intended audience, and prepare material at the appropriate level of technical expertise.				
REQUIREMENTS					
REQUIREMENTS:	<p>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.</p> <p>Eight (8) years of professional experience in the review, writing, analysis, and revision of program policy, procedures, informational materials, rules, guidelines, and/or program analysis and development</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in a discipline appropriate to the position; and three (3) years of the above-mentioned professional experience.</p> <p>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.</p>				
SPECIAL NOTE:	<p>The preferred candidate will:</p> <ul style="list-style-type: none">Be creative, organized, and detail-oriented.Have the ability to meet very tight deadlines and thrive in a fast-paced, high-profile environment.Have an exceptional ability to restructure information in a logical and cohesive format and to ensure that final projects are free of errors.Be a problem solver who has advanced skills in verifying facts to ensure the accuracy of projects.				
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					
NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				

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.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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.
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
EMPLOYEE BENEFITS	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: dfdhrresumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer