



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

May 5, 2022  
**NOTICE OF JOB VACANCY**  
**#22-257**

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

**TITLE:** Program Development Assistant

**SALARY:** \$71,408.73 to \$101,588.61

**LOCATION:** Juvenile Justice Commission  
Policy, Research and Planning  
Juvenile Detention Alternative Initiative & System Reform Unit  
1001 Spruce Street, Suite 202, Trenton, NJ 08625  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the supervision of the Manager, Juvenile Detention Alternatives Initiative (JDAI) & System Reform Unit, assists in juvenile justice program development and implementation in assigned counties; prioritizes policy, practice, and program changes and makes related recommendations to stakeholder groups; monitors and evaluates the operation of programs, policies, and practices in assigned counties; conducts trend analysis regarding juvenile justice issues, compiling and analyzing statistical data to identify issues and assess results; prepares accurate and informative reports containing findings and assists in the development and implementation of program improvement initiatives based on findings; develops data systems for tracking, monitoring, and evaluating changing trends and the impact of all policy and programming changes implemented; conducts studies that analyze data using both qualitative and quantitative research methods to inform the work of local and state committees and makes recommendations regarding existing and proposed policy and programming based on the results; conducts trainings and workshops on policies and programs; uses various types of information technology and technical systems to carry-out job responsibilities, including SPSS, Microsoft Access, and Microsoft Excel; navigates information systems of multiple agencies to extract data for analysis; does related duties as necessary.

### **REQUIREMENTS**

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

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

**EXPERIENCE:** Three (3) years of experience in the development, implementation, or evaluation of programs and instructional proposals and program presentations, budgeting preparation, planning, and administrative initiatives is required.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-257 and a current resume on or before the closing date of May 19, 2022 to:***

Recruitment Officer  
[jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)

**-OR-**

Juvenile Justice Commission  
Office of Human Resources  
P.O. Box 107, Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

