



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Tahesha L. Way, Esq.
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 182-24 **ISSUE DATE:** April 18, 2024

TITLE: **GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)** **CLOSING DATE:** May 2, 2024

LOCATION: Department of Children and Families (DCF)
Office of Diversity, Equity, and Belonging
Atlantic/Burlington/Cape May Area Office
6840 Old Egg Harbor Road
Egg Harbor Township, NJ 08234

POSITIONS: 1

DISTRIBUTION: STATE-WIDE

SALARY: Commensurate with education and experience

SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.

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

SPECIAL NOTE: This position will report to Central Office in Trenton, NJ; however, will sit in Atlantic/Burlington/Cape May Area Office in Egg Harbor Township, NJ.

DESCRIPTION: The Office of Diversity, Equity & Belonging (DEB) was established to advance policies and approaches that prioritize a work culture that is respectful of the unique needs, perspectives, and potential of every team member, and to advance policies and approaches throughout The Department of Children and Families that will lead to equitable outcomes for everyone we serve in partnership with Divisions, Offices and Units across the Department.

All positions in this office will be performing activities to make improvements and changes to the culture and operations of the Department, and the communities that we serve.

Responsibilities will include but are not limited to:

- Provide technical advice to staff, peers or management regarding issues of diversity, equity, and belonging
- Interpret applicable laws, policies, rules, and regulations for staff, peers, and management
- Develop public information and public relation programs related to diversity, equity, and belonging
- Review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions
- Handle sensitive and complex program issues and acts as subject matter expert
- Identifies and resolves problems in the delivery, administration, implementation, or integrations of DEB activities
- Create and facilitate local DEB committees
- Act as a liaison between local areas/divisions and Central Office DEB Office
- Infuse an equity lens into all office, division, departmental meetings, and conversations
- Develop strategies to raise awareness of the need for systemic, cross-systems approaches to moving DEB principles forward
- Develop and maintain a comprehensive understanding of the assigned county or office
- Ability to mobilize cultural and experiential resources unique to the assigned county or office
- Model cultural humility and facilitate courageous conversations
- Strong understanding of the role of EEO and OER
- Identify and resolve problems in the delivery, administration, implementation, or integration of DEB activities
- Make presentations at meetings, conferences, training sessions, and community
- A DEB Advisory Council
- Community Advisory Committees for engagement of local communities to guide the work on equity.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

SPECIAL NOTE: Preferred applicant will have the following skills and abilities:

- Knowledgeable about Diversity, Equity, Inclusion and Belonging (DEIB) trends, practices, implicit/explicit bias and analytics
- Commitment to valuing diversity, equity, inclusion and belonging
- Must have skills to lead diversity, equity, and belonging initiatives for DCF
- Ability to manage complex issues of social justice, gender, race, sexual orientation, people with disabilities

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.

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](https://studentaid.gov/PSLF).

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

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.