

JOB VACANCY POSTING

POSTING #:	192-24	ISSUE DATE:	April 26, 2024
TITLE:	PROGRAM SUPPORT SPECIALIST 1 ASSISTANCE PROGRAMS (CLASSIFIED COMPETITIVE)	CLOSING DATE:	May 10, 2024
LOCATION:	Department of Children and Families (DCF) Office of Strategic Development 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	R27
DISTRIBUTION:	Unit Scope CF63	SALARY:	\$78,926.30 - \$112,379.84

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families who are assigned to Unit Scope CF63, which includes the following offices: Office of Strategic Development (CC920), Office of Analytic and System Improvement (CC924), Office of Applied Research and Evaluation (CC955), Office of Quality(CC956), Office of Data Management and Reporting (CC960), Office of Monitoring (CC962), Office of Training and Professional Development (CC967) and Office of Deputy Commissioner for Programs and Services (CC968). Employees assigned to CF63 must be 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.

OVERVIEW OF DCF'S OFFICE OF STRATEGIC DEVELOPMENT: The Office of Strategic Development (OSD), an Executive Level Office within DCF, plays a vital role in advancing the Department's strategy and objectives. By focusing on implementation processes the office enhances operations, improves service delivery, and increases Department performance. OSD is dedicated to finding better, smarter, and more effective ways to perform work, ultimately serving families and supporting the Department's strategic goals for service excellence, positive outcomes, infrastructure development, and the integration of core approaches into DCF services and operations. Core functions of OSD include organizational development, program development, and project management. The office is committed to effective communication and leadership that fosters understanding, builds capacity, and drives results.

DEFINITION: Under the general supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs OR maintains, monitors and/or implements a complex client services/assistance program; acts as a liaison between the agency and other public and/or private organizations; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related work as required.

The Program Support Specialist 1 will function as a Senior Implementation Specialist (SIS) within the Office of Strategic Development. The SIS, supervised by the Managing Director or Supervising Senior Implementation Specialist, has experience utilizing DCF's implementation approaches and frameworks for program and organizational development. The SIS oversees or leads a portfolio of program and organizational development projects and supervises implementation staff such as Program Support Specialist 2s (Implementation Specialists), Program Specialist 1s (Implementation Support Specialists) and/or Program Support Specialist Trainees (Implementation Support Specialist Trainees).

Job responsibilities include:

- Provide Leadership and Build Staff Capacity
 - Plans, organizes, and assigns the work of an organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting and disciplining of subordinates.
 - Meets regularly with supervisory and/or leadership staff to report on key program and organizational development issues and progress for core initiative providers.
- Oversee the Exploration of Evidence-Based and Innovative Practices to Meet Identified Needs
 - Supervises the identification and reviewing of evidence-based/evidence-supported/promising/innovative program solutions for the Department through a search and review of research (literature review/published papers), best practices/standards, and evidence-based clearing houses, etc.).
 - Directs the identification, review, analysis, and synthesis evidence of effectiveness, implementation supports, usability, fit and feasibility of identified programs or interventions. Prepares and presents detailed reports of information to support decision making.
 - Manages the development of RFPs and manages the proposal review process, as indicated.
- Engage in Comprehensive Planning and Implementation of Evidence-Based and/or Innovative Practices

- Plans and conducts reviews of existing implementation and organizational support available, feasibility and makes recommendations for solution.
- Facilitates the integration of operating systems for quality implementation that includes: ongoing collaboration and research with model developers, fidelity to program model standards and research, emphasis on community and family engagement to ensure and maintain utilization, feedback from clients during and after services, outcome and impact measurement, effectiveness, access and referral pathways for target populations, standardized assessments and eligibility criteria, and other elements of sustainability derived from best practice and/or implementation science.
- Oversees the development, refinement and installation of logic models, practice profiles, manuals, tools and forms, training and coaching, and data systems of record and tools to support quality implementation.
- Coordinates, collaborates and establishes intentional teaming structures with model developers, contracted service providers, DCF staff, community members, and/or external stakeholders to plan, implement, integrate, and sustain programs or interventions.
- Manages the development of a system for the sharing of best practices among the evidence-based and/or promising services to support collaboration and quality improvement through a learning collaborative or other similar model.
- Develops innovative strategies for improving service delivery and collaboration among providers.
- Additional Functions, including but not limited to:
 - Plays a lead role in strategic planning and systems coordination for Department and OSD policies, practices and programs.
 - Prepares documents, makes presentations, and guides goal-oriented meetings with key stakeholders.
 - Prepares detailed reports, correspondence, and statistical material, as requested, and needed to carry out assigned tasks.
 - Acts as a liaison between the agency and other public and/or private organizations.

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.

Seven (7) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program. **OR**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience. **OR**

Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and two (2) years of the above-mentioned professional experience.

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

Include the **Job Posting #** in the subject line of your email.