This position will provide technical and administrative support for RER's research and evaluation-related projects. Anticipated tasks of this position include:

- Support the design and implementation of research and evaluation projects across the Department using qualitative and quantitative methods.
- Assist in the coordination and management of evaluation and research teams consisting of both research and programmatic staff.
- Review, summarize, and communicate findings from relevant scientific and national literature related to research and evaluation projects.
- Participate in the design of research protocols and evaluation plans.
- Develop and maintain data collection tools, data collection systems and databases, as needed.
- Participate in fieldwork and data collection efforts.
- Maintain analytical files including analytical outputs and tables with research and evaluation findings.
- Participate in continuous quality improvement processes related to DCF programs. Create and maintain standardized reports and data visualizations. Facilitate data-driven conversations aimed at improving program performance and outcomes.
- Analyze qualitative and quantitative data using software packages such as Excel and SPSS.
- Develop interactive data dashboards and visualizations using Tableau for program partners and stakeholders.
- Communicate findings to stakeholders at multiple levels and with various backgrounds through presentations and written products.
- Participate in the design of research protocols and evaluation plans.
- Review, summarize, and communicate findings from relevant scientific and national literature related to research and evaluation projects.
- Develop and maintain data collection tools, data collection systems and databases, as needed.
- Participate in fieldwork and data collection efforts.
- Develop interactive data dashboards and visualizations using Tableau for program partners and stakeholders.
- Communicate findings to stakeholders at multiple levels and with various backgrounds through presentations and written products.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Master's degree in a discipline appropriate to the position.

SPECIAL NOTE: Candidates must possess an advanced degree in Public Health, Social Work, Psychology or other Social Science field from an accredited college or university, a PhD is preferred.

EXPERIENCE: Two (2) years of experience in a field appropriate to the position.

NOTE: A Doctorate in a discipline appropriate to the position may be substituted for two (2) years of experience indicated above.

SPECIAL NOTE: Successful candidates will have at least two (2) years of experience in public health, child welfare, health services, or epidemiological research and program evaluation. Proven qualitative and quantitative analysis skills. Experience creating data visualizations preferred, particularly using Tableau. Proven track record of delivering accurate, comprehensive results within tight deadlines. Excellent oral and written communication skills. Ability to work well both independently and in teams.

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, other 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 in PDF format, saving all PDFs 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.