VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title	Salary
INFORMATION TECHNOLOGY SPECIALIST **[Classified Non-Competitive]**	**P21 $58,031.09 - $82,157.57**

Posting Number	Position Number	Number of Positions	Posting Period *
49-23	**951813**	**1**	From: **01/17/2023** To: **01/31/2023**

Location:	Scope of Eligibility/Open to:
HIV STD & TB Services, 55 North Willow Street Trenton NJ	**Applicants who Meet the Requirements**

GENERAL DESCRIPTION

Maintains production CAREWare application as necessary. Develops and update instructions needed to demonstrate how to utilize the CAREWare application. Studies agency work processes and methods. Examines procedural and operating issues and consults with analysts and supervisor toward a resolution. Provides technical assistance to other information systems personnel on problems dealing with the CAREWare application. Analyzes errors or issues which arise during testing or operations and consults with planning/technical services about deficiencies in operating system support or in associated program manuals. Maintains multi-network, multi-user environment. Installs software updates and patches to network operating systems and server-based applications. Administers user access to the CAREWare application and adds/modifies/deletes user accounts. Provide on/off-site technical assistance (TA) to provider agencies for all supported software.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

EXPERIENCE: One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

Note: Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

NOTE: A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

NOTE: A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

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 FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
  PSTHIVAIDS@doh.nj.gov
- Mail the required documents to:
  Patricia Laird, Administrative Assistant 1
  HIV, STD and TB Services
  Reference Posting #
  New Jersey Department of Health
  PO Box 363
  Trenton, NJ 08625-0363

<u>Required</u> documents:
- cover letter
- resume
- completed application, found at:
  http://www.nj.gov/health/forms/dpf-663.pdf

* Responses received after the closing date MAY be considered if the position is not filled.

➢ *Newly hired employees must agree to a thorough background check that will include fingerprinting.*

➢ *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*

➢ *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's 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.*

➢ *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*

➢ *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*

➢ ***The New Jersey Department of Health is an Equal Opportunity Employer.***

➢ *RESUME NOTE: 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.*