



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024-032-R	ISSUE DATE: April 5, 2024	CLOSING DATE: April 19, 2024
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TITLE: Administrative Analyst 4, Information Systems	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Revenue and Enterprise Services	TITLE CODE: 50076G RANGE: R29
UNIT: Security	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, 4th Floor, Trenton, NJ	SALARY RANGE: \$86,546.27 - \$123,424.67

JOB DESCRIPTION

The Division of Revenue & Enterprise Services is seeking an Administrative Analyst 4, Information Systems to work within their Security Division. You will develop, implement and monitor a strategic, comprehensive Departmental information security and information technology (IT) risk management plan. Develop and enhance an IT security framework that addresses the States requirements as set forth in the Statewide Information Security Manual, while ensuring the framework is flexible enough to expand and incorporate proven improvements and innovations offered by third parties and the Office of Information Technology (OIT). You will work directly with the Departments divisions to conduct security and risk assessments and to develop remediation plans for identified security gaps. Assist the CTO with technology and IT security/risk management planning, providing information, guidance and future visions relative to technologies and systems, for operations and technical and strategic purposes. Coordinate and, where applicable, lead efforts to achieve compliance with required outside security regimes such as Safeguards. Work productively with members of the cyber, physical security and information privacy communities, including OIT and the Office of Homeland Security and Preparedness (OHSP), to ensure consistent application of State-wide policies, procedures and standards across all IT projects, systems and services offered by the Department. Communicate collaboratively with Departmental stakeholders to raise awareness of IT security and risk management concerns/requirements, and to develop support for IT/risk management initiatives. Identify security requirements to limit cyber risks associated with the Department's business goals and objectives. Implement and promote information security awareness within the Department; coordinate vulnerability assessments of the Department's networks, applications, databases, and systems. Coordinate risk assessments and compliance audits with NJOHSP's Division of Cybersecurity; coordinate risk assessments of third parties having access to agency information assets; assist in the implementation of a Cybersecurity Incident Response Plan. Report all information security incidents to the NJCCIC.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Open to the Following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

Requirements:

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.

Eight (8) years of professional experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience

OR

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and three (3) 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.



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 19, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024-032- R- AA4 Info Systems" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: *Antoinette Sargent (nr)*
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer