

**NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

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|--|---|-------------------------------|---|
| <b>TITLE:</b><br>Information Technology Specialist   | <b>SALARY RANGE:</b><br>\$62,164.36 - \$88,009.21 | <b>POSTING NO.:</b><br>287-24 | <b>ISSUE DATE:</b><br>7/22/2024<br><b>CLOSING DATE:</b><br>8/5/2024 |
| <b>LOCATION:</b> Central Office, Healthcare Compliance Unit – Trenton, NJ  |   |                               |   |
| <b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b>  |   |                               |   |
| <input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input checked="" type="checkbox"/> Interested individuals who meet the stated requirements  |   |                               |   |
| <b>JOB DESCRIPTION</b>   |   |                               |   |
| Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required. |   |                               |   |
| <b>REQUIREMENTS</b>  |   |                               |   |
| <b>EDUCATION:</b> Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.   |   |                               |   |
| <b>EXPERIENCE:</b> 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.  |   |                               |   |
| <b>NOTE:</b> 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).   |   |                               |   |
| <b>NOTE:</b> A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.  |   |                               |   |
| <b>NOTE:</b> A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.   |   |                               |   |
| <b>SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION:</b> 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.  |   |                               |   |
| <b>BENEFIT(S)*</b>   |   |                               |   |
| <small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>   |   |                               |   |
| Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:  |   |                               |   |
| <ul style="list-style-type: none"> <li>• Alternate Work Week available for some positions</li> <li>• Telework available for some positions</li> <li>• Deferred Compensation</li> <li>• Paid Time Off</li> <li>• 13 State Holidays</li> <li>• Health and Life Insurance</li> <li>• Pet Insurance available through certain plans</li> <li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li> <li>• Tuition Reimbursement</li> <li>• Public Student Loan Forgiveness (PSLF)</li> <li>• Up to \$250 in rewards for exercising</li> <li>• Gym membership discounts</li> <li>• Diversity &amp; Inclusion events</li> <li>• Workplace security, health and safety</li> <li>• Incarcerated Person empowerment and rehabilitation</li> </ul>  |   |                               |   |
| <b>SAME PROGRAM INFORMATION</b>  |   |                               |   |
| The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:SAME@csc.nj.gov">SAME@csc.nj.gov</a> or please <a href="#">click here</a> . If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.  |   |                               |   |
| <b>APPLICATION INSTRUCTIONS</b>  |   |                               |   |
| Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.  |   |                               |   |
| Emailed resumes are to be sent only to: <span style="float: right;">Civilian.Recruitment@doc.nj.gov</span>   |   |                               |   |
| Forward Response To: <span style="float: right;">Civilian Recruitment – Office of Human Resources<br/>Central Office Regional Personnel Services, Region 6<br/>P.O. Box 863<br/>Trenton, NJ 08625-0863</span>  |   |                               |   |

DEDICATION

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HONOR

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INTEGRITY