



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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Governor

SUSAN OCHS
Acting Commissioner

DR. DALE G. CALDWELL
Lt. Governor

ILA BHATNAGAR
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2026-BIA-081	OPENING DATE	July 31, 2026	CLOSING DATE	August 17, 2026
TITLE & TITLE CODE IF APPLICABLE	Title: Information Technology Specialist Title Code: 53262				
UNIT & LOCATION	Office of Administration Information Management Services Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	P21 \$66,592.01- \$97,353.91		
		STARTING SALARY	\$66,592.01		
OPEN TO	General Public				
TITLE DESCRIPTION	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. <u>Specific To This Position</u> The successful candidate will be a part of our Client Computing Services Group (CCSG). Integral to the day-to-day responsibilities of this group is the troubleshooting of various information technology systems for issue root cause, resolving them in the quickest manner possible, and ensuring a line of communication with those served. Staff in this group also perform device imaging, connecting devices to the network, and configuration of various hardware and software for the purpose of deployment. A vital component of this operation is the identification of defects that require specialized approach for resolution, pinpointing the right technology subject matter expert(s) and performing the ticket triage as needed to ensure minimal time is spent on resolving the issue at hand. Included in this operation is the provision of technology support for three remote offices located in Cherry Hill, Whippany, and Newark. As the vast majority of support provided to these remote locations are accomplished using technologies that allow for remote connection and issue resolution, travel is minimal but necessary for in-person support. Essential for success in this position is a high level of customer service and people skills.				

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EDUCATIONAL REQUIREMENTS	Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology. A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED. Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
EXPERIENCE REQUIREMENTS	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: 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 REQUIREMENTS	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.

RESIDENCY REQUIREMENTS	The "New Jersey First Act," effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. For more information, please visit Department of Labor & Workforce Development New Jersey First Act
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GENERAL INFORMATION	<u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance. <u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3". <u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.
	ADDITIONAL INFORMATION • Health Benefits, including Dental, effective 60 days from hire date. This also includes a robust prescription plan. • Vision care partial reimbursement for exams, glasses and/or contacts. • Earn 20 vacation days per year as an unclassified employee. May carry up to one year of earned vacation time into the next succeeding year only. • Earn up to 15 sick days per year, which may be carried from year to year on an unlimited basis. Will also receive 1 additional bereavement day, applying to immediate family members. • Will receive up to 3 personal days per year (Administrative Leave Days). • Receives 13 paid Holidays per year. • Per the most recent collective bargaining agreement ending June 30, 2027, union-represented employees will receive the following salary increases: ○ 3.5% Across the board for each of the 4 years of the contract, beginning July 1, 2023. ○ Continued salary steps each year at approximately 3.7% (1.5 years from step 8 to step 9, and 2 years from step 9 to step 10, and step 10 to step 11). • Mandatory enrollment in a fixed Pension Plan. Employee contribution is 7.5% of salary. Vested after 10 years. • May qualify for Telework up to 2 days per week after a period of training and acclimation to the department.
	APPLICATION INSTRUCTIONS Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at Recruitment_Hiring@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.