



VACANCY ANNOUNCEMENT

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

Title Software Development Specialist 3 [Classified Competitive]			Salary R29 \$83,619.58 - \$119,250.94
Posting Number 86-23	Position Number 950121	Number of Positions 1	Posting Period * From: 01/24/2023 To: 02/07/2023
Location: 55 North Willow Street, Trenton, NJ 08618 Office of Information and Technology 2nd Floor			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Performs the software development specialist duties in the role of the Project Management Office (PMO) Supervisor responsible for maintaining the technology project portfolio for the Department of Health. Supervises staff and work activities in the role of analysis of project challenges, risks, and issues that may arise. Communicates regularly with management concerning the prioritization of software development connecting to the strategic vision and goals of the organization. Responsibilities include but are not limited to the following:

- Reviewing project proposals and optimizing synergies across projects in resource allocation (e.g., funding, staffing)
- Reviewing the business objectives and connecting them to the strategic vision of the Department
- Coordinating with multiple divisions within DOH and conducting an integrated review of budget / grant proposals
- Providing education around upskilling, project intake and management for Program and Hub project teams
- Providing consistent project management guidance, methodologies, and tools for IT efforts across the Department
- Overseeing a large portfolio of projects and identifying process improvements to optimize for successful delivery across projects
- Establishing and overseeing system for managing projects
- Identifying and resolving major PMO challenges across portfolios and programs
- Identifying, reviewing, and tracking major risks, issues, and mitigation plans that affect the broader IT program, flagging and escalating key risks/issues to IT leadership, providing reports to senior leadership and key stakeholders

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of programming, systems analysis, or computer analysis experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in an Information Technology field may be substituted for one (1) year of experience.

LICENSE: Appointee 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:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #86-23
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0355**

Required 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.

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- *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.*