



VACANCY ANNOUNCEMENT

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

Title Information Technology Specialist [Classified Non-Competitive]			Salary P21 \$54,684.00 - \$77,418.91
Posting Number 419-20	Position Number 037558	Number of Positions 1	Posting Period * From: 11/16/2020 To: 11/30/2020
Location: Behavioral Health Services- Central Office 25 South Stockton Street, 2nd Floor Trenton, NJ 08625-			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under direct supervision of the Assistant Commissioner, Division Behavioral Health Services, 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.</p> <p>The Information Technology Unit directs and manages division-wide information technology integrated systems, operations, and services to enable Division of Behavioral Health Services (BHS) staff, stakeholders and partners to access data, technologies, and services to meet and support division goals for substance abuse treatment, mental health treatment and prevention programs.</p> <p>This position will provide support activities to maintain availability of centralized, decentralized, and remote network services including but not limited to file service, printing, local electronic mail, Internet electronic mail, office applications, remote access, Internet web connectivity, and mainframe gateway; install and/or troubleshoot network wiring components; provide technical desktop end-user support; install software updates and patches to network operating systems, server-based applications, and centralized services; administer end-user access to network resources and add/modify/delete user accounts for file/print and dial-in servers; prepare charts, programs, and instructions needed to illustrate end-user application usage; maintain up-to-date inventory of division-wide hardware, software, and networking products; maintain accurate documentation and reports; manage the procurement and distribution for all IT network related resources, products and services. reports are clear, sound, accurate, and informative. Maintains liaison with federal agencies, state agencies, not for profits and others to develop, implement, modify, and achieve proper and effective program plans, objectives, evaluations, and other projects.</p>			
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:
PSTBHS@doh.nj.gov
- Mail the required documents to:
Donna Wagner, Administrative Assistant 2
Behavioral Health Services
Reference Posting #419-20
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

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.*

- *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.*