



VACANCY ANNOUNCEMENT

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

Title Software Development Specialist 1 [Classified Non-Competitive]			Salary P21, \$58,031.09 - \$82,157.57
Posting Number 692-23	Position Number 946428	Number of Positions 1	Posting Period * From: 09/21/2023 To: 10/05/2023
Location: Division of Management and Administration Office of Information Technology 55 North Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Performs the job duties of a Software Development Specialist 1 responsible for the complex/difficult development and implementation of the various information technology, Customer Relationship Management (CRM) applications used by the Criminal Investigations Unit (CIU). The Software Development Specialist 1 will be responsible to perform, and provide support in the following job duties/roles:

- Clearly communicate with technical and program staff to ensure the solution conforms to the business requirements. Accurately document program needs based on information acquired through requirements gathering sessions and prepare documentation to assist IT staff.
- Performs application and unit testing of programming modules.
- Supports system data integration points with various business partners.
- Performs detailed analytical duties by analyzing current operational procedures and/or applications to make recommendations to improve their efficiencies and effectiveness. This would also include the review/evaluation of new CRM features being released by Microsoft that can impact current features or improve on solutions previously implemented.
- Performs the gathering of detailed business/user requirements by analyzing existing business processes and requirements.
- Prepares and Steers the creation of detailed software development lifecycle documentation such as business process workflows, user requirements, project plans, detailed technical application design documents, programming specifications, report specifications, implementation plans and user training materials.

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 One (1) year of programming, systems programming 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 will substitute for the required experience.

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 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:
PSTHIT@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *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.*
- **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.*