



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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 \$62,164.35- \$88,009.24
Posting Number 403-24	Position Number 961933	Number of Positions 1	Posting Period * From: 09/23/2024 To: 10/16/2024
Location: Division of Management and Administration Office of Health Information Technology 55 North Willow Street, 2nd Floor, Trenton NJ 08608			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the close supervision of the Software Development Specialist 3, the position will generally support the Department's Workflow Management Systems development team in the capacity of a Business Systems Analyst. Systems supported will include, but may not be limited to, internally developed SharePoint-based solutions, including the ReqTrack and Workflow Management System (WMS) applications, as well as commercial applications such ServiceNow and SimpliGov.

The Software Development Specialist 1 (acting in the capacity of a Business Systems Analyst) will be responsible to perform, and provide support in the following job duties:

- Apply critical thinking skills to collect business requirements and understand business processes to determine technical solutions that effectively solve business problems.
- Coordinate meetings and information gathering sessions with business subject matter experts, stakeholders and decision-makers to obtain from business units the details of the business problem they are experiencing and the solution they are seeking.
- Accurately collect and document program needs based on information acquired through requirements gathering sessions and prepare documentation to assist IT staff. Clearly communicate with technical and program staff to ensure the solution conforms to the business requirements.
- Create and maintain System Development Life Cycle (SDLC) artifacts for Department of Health (DOH) Health Info. Tech. (HIT) projects. Artifacts should include business requirements documents (BRDs), project charters, use cases, process diagrams, functional specifications, documentation of business rules, requirements traceability, defect logs, test cases, and release notes. Utilize MS Office and other tools for developing documentation.
- Create and execute end-to-end test plans to verify the function, performance, reliability, stability and compatibility of new software and changes to existing software, and to ensure that the work product being delivered effectively meets the customer's requirements.
- Works closely with project managers and other team members to provide project status updates, keeping management aware of any risks, issues or problems that may arise.
- Create meeting agendas to formalize topics for discussion and share meeting minutes for review.
- Monitor the development team's support ticketing system to manage ticket assignments through to resolution.

The candidate should be a self-motivated team player and must possess excellent communication and customer service skills, with the confidence and ability to engage with all levels of stakeholders, including executive leadership.

Preference may be granted to applicants with knowledge of, or aptitude and willingness to learn, the programs and technologies necessary to maintain the technology stack, including Azure DevOps, SharePoint, ServiceNow, Visual Studio, .NET, C#, JavaScript, PowerApps, MS SQL Server, etc.



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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)

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in programming, systems programming or computer analysis.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR Possession of a master's degree in an information technology field.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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
Reference Posting #
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.*



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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(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.

PHEL Candidates:

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.

Direct Client Care:

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.

**New Jersey
First Act:**

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.

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.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.