



# 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 <b>Software Development Specialist 1 [Classified Non-Competitive]</b>			Salary <b>P21 \$62,164.35- \$88,009.24</b>
Posting Number <b>478-24</b>	Position Number <b>956435</b>	Number of Positions <b>1</b>	Posting Period * From: <b>07/12/2024</b> To: <b>08/02/2024</b>
Location: <b>Division of Management and Administration, Office of Health Information Technology , 55 North Willow Street, 2nd Floor, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

### GENERAL DESCRIPTION

Performs the administrative duties of a software development specialist, supporting various projects throughout the software development life cycle evaluating both the agile and waterfall methodologies where appropriate. Supporting the Project Management Office in the research and evaluation of new software products. The software development specialist will be responsible to support assigned projects through the continual evaluation of project health, risks and issues that may arise, in the following job duties/roles:

- Supporting Program and Infrastructure managers on budget / grant proposals, project proposals, and any technology-related needs / work
- Proactively identifying technology projects that require risk mitigation and additional resources
- Supporting PMO supervisors in determining the priority level, resources needed, and scope of projects
- Working with multiple divisions to help PMO supervisors in reviewing budget requests and allocate resources appropriately
- Reviewing project performance, including completion of key milestones in the targeted timeline
- Identifying program areas requiring further attention and escalating to appropriate stakeholders
- Providing support to projects to diagnose and fix issues to ensure the achievement of project milestones
- Developing reports to update key stakeholders on the status and outcomes of projects

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.



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**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 #4  
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](mailto: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.**