



# 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>Administrative Analyst 4 Information Systems [Classified Competitive]</b>			Salary <b>R29- \$89,575.39 - \$127,744.57</b>
Posting Number <b>491-24</b>	Position Number <b>950117</b>	Number of Positions <b>1</b>	Posting Period * From: <b>07/22/2024</b> To: <b>08/05/2024</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>All Departments/State Employees</b>

## GENERAL DESCRIPTION

The Administrative Analyst 4 Information Systems will be responsible for supporting cloud resources to administer, monitor, troubleshoot, and support the Department's cloud environments. The position will oversee and guide the design, development, and maintenance of cloud infrastructure and data pipelines within Amazon Web Services (AWS) and Microsoft Azure. Will develop and enhance the Department's Cloud environments.

The position will work within a team of cloud engineers and developers providing guidance, thought leadership, and mentorship to contribute to the growth of the foundational Cloud and DevOps skills across diverse technologies and architectures. Will create and manage project plans for multiple concurrent projects, develop presentation materials suitable for both middle and senior management.

Furthermore, the Administrative Analyst 4 Information Systems will participate and ensure adherence to all aspects of the Software Development Lifecycle (SDLC) including planning, requirements, development, quality assurance, and deployments. Will ensure metric dashboards are developed and established for tracking and monitoring project success.

Plans and supervises testing activities for new or enhanced systems, including the development of test data and scripts; ensures all testing is conducted and documented using established standards.

Develops, promulgates and/or approves written policies, procedures, specifications, forms, checklists, flowcharts, support documentation, memoranda, etc.; responsible for ensuring system users are adequately informed of applicable business rules, policies, regulations, and guidelines.

Defines project scope and objectives, develops and/or approves project plans and schedules, coordinates costs and resources, resolves conflicts, and monitors/reports progress.

Investigates program issues/bugs and collaborates with development teams to address issues reported; recommends solutions and plans, initiates, and/or approves corrective measures.

Supervises staff, coordinates, assigns, and directs work activities; evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, demoting and/or disciplining of subordinates.

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.



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## 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.

Eight (8) years of professional experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and three (3) years of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment 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 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:  
**PSTHIT@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #491-24  
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.**