



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	053-24	<b>ISSUE DATE:</b>	1-26-2024	<b>CLOSING DATE:</b>	2-9-2024
<b>TITLE:</b>	Database Analyst 1				
<b>LOCATION:</b>	Division of Developmental Disabilities Information Technology Unit	<b>RANGE:</b>	P29		
		<b>SALARY:</b>	\$86,546.27 - \$123,424.67		
	222 South Warren Street Trenton, NJ	<b>UNIT SCOPE:</b>	K415		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under supervision in one of the Data Centers, is responsible for the analysis, physical design, coding, testing, and implementation of data bases/data dictionaries, access methods, monitoring, security, roll-back, recovery, and restoration of all data bases/data dictionaries in the mainframe, mini, and LAN environments; does related work as required.				
<b>NOTE:</b>					
<b>REQUIREMENTS</b>					
<b>EDUCATION:</b>	Graduation from an accredited college or university with an Associate's degree in Computer Science.				
<b>EXPERIENCE:</b>	Four (4) years of systems analysis, applications programming, design, systems programming and/or data base administration experience in the data processing field of which two (2) years shall have been in data base design, analysis, and or implementation.				
<b>NOTE:</b>	<p><b>NOTE:</b> A general Bachelor's degree can be substituted for one (1) year of experience in systems analysis, application programming, design, systems programming, and/or data base administration.</p> <p><b>NOTE:</b> A specific Bachelor's degree in Computer Science can be substituted for two (2) years of experience in systems analysis, application programming, design, systems programming, and/or data base administration.</p> <p><b>NOTE:</b> A Master's degree in Computer Science may be substituted for three (3) years of experience in systems analysis, application programming, design, systems programming, and/or data base administration.</p> <p>Special Note Substituting Experience for Education: Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the 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.</p> <p><b>NOTE:</b> Formal training in data processing received at an accredited institution may be submitted with your application for an evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours and content, to college courses to which they equate. In-house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated.</p>				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>NOTE:</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <b>Telework:</b> 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. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <b>SAME Applicants:</b> 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a> , or call 609-292-4144, option 3.</p>				

**FILING INSTRUCTIONS**

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE,  
ELECTRONICALLY TO: [DDD-CO.Resumes@dhs.nj.gov](mailto:DDD-CO.Resumes@dhs.nj.gov)

You **must** include the Job **Posting #**, and **Last Name** in the subject line of your email. **Example: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer