



# 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>	145-25	<b>ISSUE DATE:</b>	06/06/2025	<b>CLOSING DATE:</b>	06/20/2025
<b>TITLE:</b>	INFORMATION TECHNOLOGY SPECIALIST				
<b>LOCATION:</b>	VINELAND DEVELOPMENTAL CENTER 1676 E. LANDIS AVENUE VINELAND, NJ 08362-1513	<b>RANGE:</b>	P 21		
		<b>SALARY:</b>	\$62,164.36 - \$88,009.21		
		<b>UNIT SCOPE:</b>	K487		
		<b>SERV. CLASS:</b>	Non-Competitive		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	<p>Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.</p> <p>DATABASE KNOWLEDGE STRONGLY PREFERRED</p> <p><u>SHIFT:</u> Monday-Friday, 9:00 AM – 4:30 PM. Days off Saturday/Sunday</p> <p>*ADJUSTED SCHEDULES MAY BE REQUIRED</p> <p>**ELIGIBILITY DETERMINATIONS WILL BE BASED UPON INFORMATION PRESENTED IN THE RESUME ONLY</p> <p>***THIS POSTING MAY BE USED TO FILL FUTURE VACANCIES</p>				
<b>SPECIAL NOTE:</b>	Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p><b>EDUCATION:</b> Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.</p> <p><b>EXPERIENCE:</b> One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.</p> <p><b>*Note:</b> Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).</p> <p><b>**Note:</b> A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.</p> <p><b>***Note:</b> A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.</p>				
<b>SPECIAL NOTE:</b>	<p><b>SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION:</b> Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, 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> Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.</p>				
<b>LICENSE:</b>	Appointees will be required to possess a <b>driver's license</b> 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 NOTICES**

<b>FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> 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>	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.
<b>DRUG SCREENING:</b>	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The Cost of any pre-employment testing <u>will be at your expense</u> . 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 it's administered.
<b>CIVIL SERVICE LISTS:</b>	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
<b>SAME PROGRAM:</b>	If you are applying under the NJ State as a Model Employer "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 CSC at (609) 292-4144, Option 3.
<b>EMPLOYEE BENEFITS:</b>	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

**FILING INSTRUCTIONS**

Forward a cover letter, resume, AND transcript (if applicable) electronically to:

[Ddd-vdc.Humanresources@dhs.nj.gov](mailto:Ddd-vdc.Humanresources@dhs.nj.gov)

You must include the Job **Posting #**, and **Last Name** in the **subject line** of your email. Example: ( 123-25, Smith )

**New Jersey Department of Human Services is an Equal Opportunity Employer**