



# 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>	240-24	<b>ISSUE DATE:</b>	5/28/2024	<b>CLOSING DATE:</b>	6/11/2024
<b>TITLE:</b>	Supervisor Information Technology				
<b>LOCATION:</b>	Division of Aging Services Office of Information Systems 12 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	R31		
		<b>SALARY:</b>	\$94,945.08 - \$135,606.81		
		<b>UNIT SCOPE:</b>	K970		
<b>OPEN TO:</b>	Current NJ State Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the general supervision of a manager in an information technology organization, supervises and directs the operation of a Network support unit (mainframe and/or client server environment) of at least five (5) employees responsible for development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), and the provision of tier 3 technical support to end users. Provides lead support in the diagnosis and resolution of complex operational problems; directs problem diagnosis; supervises the monitoring and allocation of staff resources, the use of productivity aids, and the maintenance of software and hardware in mainframe and/or client/server environments with related peripherals; plans, evaluates, tests, implements and maintains network technology solutions as appropriate for the technology unit assigned; and does related work as required.				
<b>SPECIAL NOTE:</b>	N/A				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<b>NOTE:</b> 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. Nine (9) years of professional experience in an Information Technology Operational Support unit for a large public or private information processing facility, including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.				
	<b>OR</b>				
	Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.				
	<b>OR</b>				
	Possession of a master's degree in information technology or related studies; and four (4) years of the above-mentioned professional experience including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.				
<b>SUBSTITUTIONS:</b>					
<b>NOTE:</b> Thirty (30) semester hour credits in Information Technology may be substituted for one (1) year of experience.					
<b>NOTE:</b> Training hours approved by the Civil Service Commission may be substituted for education where sixteen (16) contact hours equals one (1) semester credit hour.					
<b>NOTE:</b> "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.					
<b>SPECIAL NOTE:</b>	N/A				
<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>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", 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>* <u>SAME Applicants</u>: 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: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.</p>

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: [DoAS.Resume@dhs.nj.gov](mailto:DoAS.Resume@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