



# 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>	242-24	<b>ISSUE DATE:</b>	5/28/2024	<b>CLOSING DATE:</b>	6/11/2024
<b>TITLE:</b>	Network Administrator 1				
<b>LOCATION:</b>	Division of Medical Assistance and Health Services, Office of Information Systems 5 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	P26		
		<b>SALARY:</b>	\$75,386.19 - \$107,247.18		
		<b>UNIT SCOPE:</b>	K250		
<b>OPEN TO:</b>	Current <i>Division Employees</i>				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	<p>Under the limited supervision of a supervisory official, in a state department, institution, or agency, or in a local government agency, performs complex professional work which includes development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN); maintains centralized, decentralized, and remote network services; maintains network security and data integrity; provides consultations and recommendations to infrastructure managers, as required, to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; may be assigned to the administration of Storage Area Networks (SANs); does other related duties as required.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>				
<b>SPECIAL NOTE:</b>	<p>The preferred candidate will be responsible for:</p> <p>Firewall management for our Division, and will work with OIT, Homeland to troubleshoot any issues; Cybersecurity/Network Security for Laptops, Mobile Devices and Desktops within the Division; CrowdStrike Administrator for our Division; Manage our Dell DDPE encryption for our Desktops and Laptops; Datamotion Administrator for our Division; Manage Extranet connections/circuits with our Business partners; Microsoft Intune for managing encryption for Mobile Devices; Serve as the Divisions SVR Backup (Site Virtual Private Network Representative); Attend meetings that are required with OIT, DHS to help resolve any network/firewall issues that our users or Extranet partners are experiencing; Manage our Computrace environment for Laptops; Manage our Lookout for Enterprise application for the Division Smartphone(s); Will assist in managing our Amazon Web applications; Will assist other Admins in Active Directory, SCCM; Will be working with staff to update inventory for the WASP application.</p>				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p><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.</p> <p>Seven (7) years of professional experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Network (LAN), Metropolitan Area Network (MAN), and/or Wide Area Network (WAN) environments, including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems.</p> <p><b>NOTE:</b> For positions involved in the administration of a Storage Area Network (SN) applicants must have at least three (3) years of professional experience installing, configuring, and supporting network hardware and software, one (1) year of which shall have been in planning, implementation, and support of SAN and related technologies.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems; and three (3) years of the above-mentioned professional experience.</p> <p><b>NOTE:</b> Evidence of formal training in Computer Science or Information Technology received from or evaluated by an accredited institution of higher learning may be submitted with your application. Applicants must provide documentation from the accredited institution that clearly outlines the training course(s) that are acceptable and the corresponding number of credit hours for the training to be accepted. In-house courses (such as training provided on the job or through the appointing authority) will not be accepted.</p> <p><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.</p>				
<b>SPECIAL NOTE:</b>					

<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>* <i>Telework:</i> 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>* <i>SAME Applicants:</i> 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>
<b>FILING INSTRUCTIONS</b>	
<p>Forward a cover letter and resume electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a>  You must include the Job <b>Posting #</b>, and <b>Last Name</b> in the <b>subject line</b> of your email. <b>Example: (123-22, Smith)</b></p>	

New Jersey Department of Human Services is an Equal Opportunity Employer