



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	287-19	ISSUE DATE	12/12/2019	CLOSING DATE	12/27/2019
TITLE	Information Technology Specialist				
LOCATION	Division of Mental Health & Addiction Services Office of Information Systems 5 Commerce Way Hamilton, NJ 08691	RANGE	P 21		
		SALARY	\$54,684.00- \$77,418.81		
		OPEN TO	Public		
DEFINITION	<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>The Information Technology Unit directs and manages division-wide information technology integrated systems, operations, and services to enable Division of Mental Health and Addiction Services (DMHAS) staff, stakeholders and partners to access data, technologies, and services to meet and support division goals for substance abuse treatment, mental health treatment and prevention programs.</p> <p>This position will provide support activities to maintain availability of centralized, decentralized, and remote network services including but not limited to file service, printing, local electronic mail, Internet electronic mail, office applications, remote access, Internet web connectivity, and mainframe gateway; install and/or troubleshoot network wiring components; provide technical desktop end-user support; install software updates and patches to network operating systems, server-based applications, and centralized services; administer end-user access to network resources and add/modify/delete user accounts for file/print and dial-in servers; prepare charts, programs, and instructions needed to illustrate end-user application usage; maintain up-to-date inventory of division-wide hardware, software, and networking products; maintain accurate documentation and reports; manage the procurement and distribution for all IT network related resources, products and services.</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>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.				
EXPERIENCE	<p>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>Note: 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>				
NOTE	<p>Note: A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.</p> <p>Note: A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.</p> <p>SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION</p> <p>Note: 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>Note: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission 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>				
NOTE FOR FOREIGN DEGREES	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.				
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 NOTICE

RESIDENCY	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.
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: mhsresume@dhs.nj.gov

You must include the Job Posting # in the subject line of your email.

New Jersey Department of Human Services is an Equal Opportunity Employer