



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	297-19	ISSUE DATE	1/16/2020	CLOSING DATE	1/31/2020
TITLE	ADMINISTRATIVE ANALYST 4, INFORMATION SYSTEMS (2 positions)	RANGE	R29		
LOCATION	Division of Developmental Disabilities Office of Information Systems 222 South Warren Street Trenton, NJ 08625	SALARY	\$78,796.60 - \$112,372.72		
		OPEN TO	Public		
DEFINITION	<p>Under the general supervision of a supervisory official in a state department or agency, performs and supervises the analysis and evaluation of internal operations, business practices, methods, and techniques of an agency to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives; evaluates users' needs and recommends IT solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates, recommends and/or approves IT policies and procedures; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only, and are intended to be representative of the level of duties and responsibilities carried out by this job class. 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 a Bachelor's degree.				
EXPERIENCE	Four (4) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.				
NOTE	<p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience</p>				
	<p>ADDITIONAL NOTE: Preferred candidate should have</p> <ul style="list-style-type: none"> • Extensive experience with Microsoft SQL Server environment • Extensive experience in a reporting environment and creating reports • Experience with BI tools • Hands on experience developing solutions • Experience with data quality management (data stewardship) • Have a solid understanding of application development environments 				
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: ddd.resumes@dhs.state.nj.us					
You must include the Job Posting # in the subject line of your email.					

