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:

JOB POSTING #:	424-24	ISSUE DATE:	9/10/2024	CLOSING DATE:	9/24/2024

TITLE:	Database Analyst 1		

LOCATION:	Division of Developmental Disabilities Information Technology Unit Central Office, Trenton	RANGE:	P 27
		SALARY:	$81,688.72 - $116,313.16
		UNIT SCOPE:	K415

OPEN TO:	General Public

DESCRIPTION

DEFINITION:	Under general supervision in one of the Data Centers, is responsible for the analysis, physical design, coding, testing, migration, and implementation of databases in various platforms; coordinates efforts with systems and programming staff assigned to application development projects; creates and updates data dictionaries for applications; does other related duties as required.

REQUIREMENTS

REQUIREMENTS:	Graduation from an accredited college or university with an Associate's degree in Computer Science, Information Technology, or a closely related field. Three (3) years of systems analysis, applications programming, design, systems programming and/or database administration or analysis experience in the data processing field, one (1) year of which shall have been in database design, analysis, and/or implementation. NOTE: A general Bachelor's degree can be substituted for one (1) year of experience in systems analysis, application programming, design, systems programming, and/or database administration or analysis. NOTE: A specific Bachelor's degree in Computer Science, Information Technology, or a closely related field can be substituted for two (2) years of experience in systems analysis, application programming, design, systems programming, and/or database administration or analysis. NOTE; A Master's degree in Computer Science, Information Technology, or a closely related field may be substituted for three (3) years of experience in systems analysis, application programming, design, systems programming, and/or database administration or analysis.
SPECIAL NOTE:	***Substituting Experience for Education*** 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. **NOTE:** Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the operation of multi-tiered computer systems and work in the data processing support areas of reporting 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.
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 NOTICES

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.
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.

DRUG SCREENING:	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 are being considered requires drug testing and how to proceed with the testing.
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * _Telework_: This position may be eligible to participate in the Department's pilot "Telework Program", 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. * _SAME Applicants_: 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: https://nj.gov/csc/same/overview/index.shtml, email: CSC-Same@csc.nj.gov,or call 609-292-4144, option 3.

FILING INSTRUCTIONS

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov

You **must** include the **Job _Posting #_**, **Title** and **_Last Name_** in the subject line of your email. **Example: (123-22, Clerk Typist, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer