



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: May 24, 2024

CLOSING DATE: June 7, 2024

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S)
(X) STATEWIDE (STATE EMPLOYEES ONLY): **see below
() GENERAL PUBLIC

TITLE: Personnel Assistant 1 (ADA Coordinator)

POSTING # 2024-059

TITLE CODE: 63255

NUMBER OF POSITIONS: 1

SALARY RANGE: R28 \$82,643.36 - \$117,769.55

LOCATION: NJ Office of Information Technology
Employee Services Directorate
Human Resources
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: 8:30 a.m. – 4:30 p.m.

****PLEASE NOTE: Open to NJ State employees with underlying permanent status who meet the requirements listed below as a promotional/lateral opportunity, subject to current promotional/hiring restrictions.**

The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act", which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.

DESCRIPTION OF THE SPECIFIC POSITION: This position acts as OIT's Americans with Disabilities Act Coordinator. Responsible for ensuring OIT complies with the Americans with Disabilities Act (ADA) and other related laws, regulations, and policies. Promotes and maintains an accessible and inclusive environment for individuals with disabilities. Point of contact for ADA requests. Conducts the interactive process to determine effective accommodations for employees with disabilities. Confers with OIT's ADA committee and sets up meetings. Acts as the Liaison to the Department of Treasury for guidance when necessary. Responsible for evaluating the physical accessibility of buildings and facilities and notifying building management of any barriers for individuals with disabilities. Gathers necessary measurements for ADA equipment and coordinates the installation of ADA equipment. Prepares purchase requests for ADA requested equipment. Composes all correspondence with management and employees, Keeps documentation on ADA requests and accommodations. Maintains an organized tracking system. Does other related duties.

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability. Preference will be given to candidates that have knowledge of ADA and discriminations laws.

DEFINITION: Under general supervision of a supervisory official in a state department, institution, or agency, may supervise a major personnel program area such as personnel research, administrative services, employee counseling and personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, may supervise the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer 1 or its equivalent, acts as the Assistant Personnel Officer; or in a small institution, acts as the Personnel Officer; does other related work.

REQUIREMENTS:

NOTE: 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.

Eight (8) years of professional experience in a personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field ; and three (3) years of the above-mentioned professional experience.

NOTE: "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.

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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

Electronic Filing Applicants are encouraged to file electronically. Forward **your resume and cover letter**, to recruiter4@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward **your resume and cover letter (including posting #2024-059)** to:

Heather Pursell, Manager, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by:



Lisa Blauer, Chief of Staff