



New Jersey Office of Information Technology

## **NOTICE OF JOB VACANCY**

ISSUE DATE: August 18, 2025

CLOSING DATE: September 2, 2025

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

**TITLE: Administrative Analyst 1**

**POSTING # 2025-024**

TITLE CODE: 50072

SALARY RANGE: P19 \$58,817.70 - \$85,742.00

LOCATION: NJ Office of Information Technology  
Financial Management Directorate  
300 Riverview Plaza  
Trenton, NJ 08625

HOURS OF WORK: TBD

### ***Employee Benefit(s):***

*The New Jersey Office of Information Technology (NJOIT) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:*

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|--|--|
| • <i>Alternate Work Week Program*</i>      | • <i>Telework Pilot Program*</i>                           |
| • <i>Deferred Compensation</i>             | • <i>Flexible and Health Spending Accounts (FSA)/(HSA)</i> |
| • <i>Health, Dental and Life Insurance</i> | • <i>13 Paid holidays</i>                                  |
| • <i>Public Service Loan Forgiveness</i>   | • <i>Paid time off</i>                                     |
| • <i>Staff training</i>                    |  |

*\*Pursuant to NJOIT's policy, procedures, and/or guidelines*

*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:** Work effectively in a team environment and manage multiple assignments while meeting deadlines. Strong organizational skills and attention to detail are essential, along with effective oral and written communication. The position also involves interpreting and following policies, rules, and directives. This position would work in the Cost Allocation and Recovery & Budget group within Financial Management.

**DEFINITION OF THE SPECIFIC POSITION:** Under close supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, assists as part of a team or task force in the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and helps prepare recommendations for changes and/or revisions; does other related duties as required.

**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.

### **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.

Five (5) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

**OR**

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

**As a condition of employment with NJOIT a background inquiry will be conducted.**

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

**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: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404, option #3.

**Electronic Filing** Applicants are encouraged to file electronically. Forward **your NJ Application for Employment, resume, cover letter, and unofficial transcript OR foreign degree evaluation** to [recruiter4@tech.nj.gov](mailto:recruiter4@tech.nj.gov) **Include the posting number in the subject line.**

**Alternate Filing:** If unable to file electronically, applicants may forward **your NJ Application for Employment, resume, cover letter and unofficial transcript OR foreign degree evaluation** (including posting #2025-024) to:

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



Authorized by: \_\_\_\_\_  
Lisa Blauer, Chief of Staff