



VACANCY ANNOUNCEMENT

Posting #: 2025-225	Issue Date: 10/20/2025	Closing Date: 11/3/2025	
Title: Administrative Analyst 3, Information Systems (Competitive)	Range/Title Code: P26/50075G	Salary: \$80,755.57 - \$118,678.17	
Unit Scope: Statewide Career Service	Location: Office of Information Management, Services & Solutions – 1 John Fitch Plaza, Trenton, NJ 08625 (Unit Scope N195)	Workweek: NL	# Vacancies: 1

Job Description

The Office of Information Management, Services & Solutions (OIMSS) seeks an Administrative Analyst 3, Information Systems to support IT Operations through the development and documentation of workflows, processes, and procedures. Reporting to the Deputy CIO, this role will analyze current practices, evaluate opportunities for improvement, and create standardized documentation that enhances efficiency, compliance, and service delivery across the IT organization.

Key Responsibilities:

- Collaborate with IT Operations leadership and staff to analyze current operational procedures and practices.
- Develop, document, and maintain standardized workflows, processes, and procedures to ensure consistency and alignment with Departmental goals.
- Evaluate existing IT systems and tools for efficiency and recommend enhancements or new solutions to optimize performance.
- Prepare clear, comprehensive documentation including process maps, standard operating procedures (SOPs), checklists, and training materials.
- Ensure IT staff are adequately informed of policies, procedures, and regulatory requirements through proper documentation and communication.
- Assist in developing and reviewing IT policies and procedures that govern operations, compliance, and service management.
- Provide support for audits and oversight activities by maintaining accurate and complete records of processes and procedures.

Qualifications:

- Strong analytical and documentation skills.
- Familiarity with IT operations, service management frameworks (e.g., ITIL), and governance practices.
- Familiarity with Service Now
- Excellent communication skills, with the ability to translate technical processes into clear, accessible documentation for diverse audiences.
- Experience supporting change management, process improvement initiatives, and IT policy development.

Full Civil Service specifications can be found [HERE](#)

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

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| • Alternate Work Week* | • Telework* |
| • Deferred Compensation | • 100% Tuition Reimbursement* |
| • Health and Life Insurance | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs |

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

Those that applied to posting 2025-211 do not need to apply again and will be taken into consideration.

Open to employees of the State of New Jersey who are currently permanent in any competitive title and who meet the open competitive requirements below or open to those currently permanent in the following non-competitive titles and meet the requirements below: Software Development Specialist 1 and Information Technology Specialist:

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.

Seven (7) years of professional 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.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and two (2) 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.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

TO APPLY

If you qualify, please submit a letter of interest, transcripts and your resume through the link below:

Click Here to Apply:

[Administrative Analyst 3 IS 2025-225](#)

Newly hired employees must agree to a thorough background check that may include fingerprinting.

-Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.

-As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new 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, or to secure an exemption.

-Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

☐ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? ☐ Yes ☐ No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____ Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.