



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 132- S	ISSUE DATE: September 16, 2024	CLOSING DATE: September 30, 2024
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TITLE: Network Administrator 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Rate Counsel	TITLE CODE: 10107 RANGE: P 26
UNIT: Information Technology Unit	WORKWEEK: NL (35 hours)
LOCATION: 140 East Front Street, Trenton, New Jersey	SALARY RANGE: \$78,024.71 - \$111,000.80

JOB DESCRIPTION

The New Jersey Division of Rate Counsel is seeking a Network Administrator 1 within its Information Technology Unit to assist in providing the required support for the Division. Under the limited supervision of a supervisory official, performs complex professional work which includes development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN) and/ or Wide Area Networks (WAN); maintains centralized, and remote network services; maintains network security and data integrity; provides consultations and recommendations to infrastructure managers, as required, to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; maybe assigned to Storage Area Networks (SANs); does other related duties as required.

Duties may include but are not limited to:

- Develop, implement and maintain multi-user Local Area Network (LAN) and Wide Area Networks (WAN) and monitor overall performance.
- Plan, configure, troubleshoot, and resolve computer-related issues with hardware and software in virtualization infrastructure environment.
- Should have a deep understanding of network security and data integrity.
- Configure and administer server/data backup, restoration and disaster recovery.
- Plan hardware and software updates or migration.
- Coordinate with New Jersey Office of Information Technology (NJOIT) and other government agencies to ensure optimal use of network infrastructure.
- Assist in the evaluation of user's needs and in the preparation of recommendations for IT solutions.
- Maintain accurate, up-to-date documentation for network hardware, software, and other important IT records.
- Develop, implement, and ensure adherence to system standards/procedures for the Division of Rate Counsel.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience:

Seven (7) years of professional experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Network (LAN), Metropolitan Area Network (MAN), and/or Wide Area Network (WAN) environments, including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems.

Note:

For positions involved in the administration of a Storage Area Network (SN) applicants must have at least three (3) years of professional experience installing, configuring, and supporting network hardware and software, one (1) year of which shall have been in planning, implementing, and support of SAN and related technologies.

-OR-

Possession of a bachelor's degree from an accredited college or university including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems; and three years of the above mentioned professional experience.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

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:

"Professional experience" refers to work that is creative, evaluative, and interpretive; requires a range of 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 judgement and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc.) by the closing date indicated above. For information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on September 30, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the required credits)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 132 - S Network Administrator 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer