



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 136 - S	<b>ISSUE DATE:</b> September 9, 2024	<b>CLOSING DATE:</b> September 23, 2024
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<b>TITLE:</b> Administrative Analyst 4, Information Systems	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 50076G	<b>RANGE:</b> R29
<b>UNIT:</b> Security	<b>WORKWEEK:</b> NL (35 hours)	
<b>LOCATION:</b> 50 W. State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$89,575.39 - \$127,744.57	

### JOB DESCRIPTION

The Division of Revenue & Enterprise Services is seeking an Administrative Analyst 4, Information Systems to work within their Security Division. Under the general supervision of a supervisory official in a state department or agency, performs and supervises the analysis and evaluation of internal operations, business practices, methods, and techniques of an agency to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives; evaluates users' needs and recommends IT solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates, recommends and/or approves IT policies and procedures; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

In this position, the selected candidate will develop, implement and monitor a strategic, comprehensive Departmental information security and information technology (IT) risk management plan. Develop and enhance an IT security framework that addresses the States requirements as set forth in the Statewide Information Security Manual, while ensuring the framework is flexible enough to expand and incorporate proven improvements and innovations offered by third parties and the Office of Information Technology (OIT). The candidate will work directly with the Departments divisions to conduct security and risk assessments and to develop remediation plans for identified security gaps. Assist the CTO with technology and IT security/risk management planning, providing information, guidance and future visions relative to technologies and systems, for operations and technical and strategic purposes.

Will also coordinate and, where applicable, lead efforts to achieve compliance with required outside security regimes such as Safeguards. Work productively with members of the cyber, physical security and information privacy communities, including OIT and the Office of Homeland Security and Preparedness (OHSP), to ensure consistent application of statewide policies, procedures and standards across all IT projects, systems and services offered by the Department. Communicate collaboratively with Departmental stakeholders to raise awareness of IT security and risk management concerns/requirements, and to develop support for IT/risk management initiatives. Identify security requirements to limit cyber risks associated with the Department's business goals and objectives. Implement and promote information security awareness within the Department; coordinate vulnerability assessments of the Department's networks, applications, databases, and systems. Coordinate risk assessments and compliance audits with NJOHSP's Division of Cybersecurity; coordinate risk assessments of third parties having access to agency information assets; assist in the implementation of a Cybersecurity Incident Response Plan. Report all information security incidents to the NJCCIC.

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:**

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.

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 three (3) years of the below-mentioned professional experience.

-OR-

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

-OR-

Eight (8) 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

**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:**

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 more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto: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 visas, 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 23, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024 - 136 - S Administrative Analyst 4, IS" 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*