NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #: 2024 - 139 - P	ISSUE DATE: September 16, 2024	CLOSING DATE: October 11, 2024

TITLE: Information Technology Specialist	**OPEN TO:** General Public
DIVISION: Revenue and Enterprise Services	**TITLE CODE:** 53262 **RANGE:** P 21
UNIT: Various	**WORKWEEK:** 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	**SALARY RANGE:** $62,164.36 - $88,009.21

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services seeks Information Technology Specialists to fill vacancies throughout the division. Under direct supervision, appointee will assist in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; 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.

EXAMPLES OF WORK:

- Prepares flowcharts and block diagrams and codes program modules of the least complexity for application systems development. May prepare charts, programs, and instructions needed to illustrate an operating system and its components. Prepares complete program documentation in accord with established standards.
- Performs desk checking of program modules and prepares remote testing documentation prior to submitting programs to information processing operations for testing. Checks program module coding to determine program deficiencies and corrects coding as necessary. Maintains production application programs/program modules as necessary.
- Prepares systems control statements and utility program parameters for later use by data processing analysts in obtaining information processing operations signoff and may assist in conducting application parallel testing. May study operating systems and available software to determine which programming technique will result in optimum timing, storage utilization, and overall efficiency. Studies procedural difficulties and operating problems and confers with analysts, programmers, and supervisors toward resolution.
- Monitors production reliability, performs detailed analysis of data processing related operational problems, and determines causes and applies temporary or permanent fixes. Provides technical assistance to other data processing personnel on problems dealing with operating systems, computers, utility programs, system control parameters software/hardware, and application system programs.
- Installs the proper mix of vendor/manufacturer supplied software, and implements new software and operating system modifications minimizing adverse effects on current production and testing systems. Installs proprietary software packages designed to measure/improve system utilization including hardware/software monitors.
- Maintains availability of centralized, decentralized, and remote network services including but not limited to file service, printing, local electronic mail, Internet electronic mail, office applications, remote access, Internet web connectivity, and mainframe gateway. May track/troubleshoot/correct network related issues either logged through the help desk and/or recorded through the monitoring of the network.
- Installs software updates and patches to network operating systems, server-based applications, and centralized services. Installs hardware upgrades for network servers, gateways, and associated telecommunication devices. Plans, configures, and troubleshoots networked devices including but not limited to printers, personal computers, facsimile, modems, plotters, and scanners. May administer user access to network resources and adds/modifies/deletes user accounts for file/print and dial-in servers.
- Monitors performance of servers and telecommunications devices (such as hubs, switches, and routers); installs, troubleshoots, tunes and optimizes such devices to maximize performance and throughput, and minimize downtime.

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.

POSITION REQUIREMENTS

Education & Experience:	Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology. -AND- One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment. **Note**: Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).
Note:	A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.
Note:	A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.
Special note on substituting experience for education:	Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
Note:	Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

IMPORTANT NOTES

Starting Salary:	In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

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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 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 October 11, 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
(Please list the "2024- 139-P- Information Technology Specialist" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
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Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer