NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625

NOTICE OF JOB VACANCY
(Pending Approval)

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ISSUE DATE: August 18, 2020   CLOSING DATE: September 9, 2020

DIVISION: Division of Elections
20 West State St, Trenton, NJ 08625

TITLE: Information Technology Specialist

POSTING # STA-2020-004

DEFINITION: Under direct supervision in a state department, agency, data center, institution, or state college, assists 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.

Duties specific to the position:

Assist with the troubleshooting problems identified in the New Jersey Voter Registration System (NJVRS); recommend solutions and monitor their development and implementation.

Interact with agencies to ensure continued compliance with Memorandums of Understanding detailing their interfaces with NJVRS; this includes data feeds from MVC, DHSS, Corrections, Parole, and Administrative Offices of the Courts.

Will participate in regular reviews of identified issues/requirements and monitor their development, testing, and implementation; will perform UAT testing of new features and software fixes.

Define requirements for SVRS improvements based on interaction with county elections officials, Division of Elections and the Division of Law.

Serves as the County and Municipal Liaison regarding SVRS issues and concerns.

Other related duties.
REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

EXPERIENCE: 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 Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

NOTE: A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

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.

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.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Transcripts must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in
service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO: Anyone who meets the requirements stated above.

APPLICANT INFORMATION: Applicants should submit a cover letter with title, announcement number, resume, and employment application (employment application can be found here) https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf and college transcripts by the closing date to be considered for the position to Employment.Recruiter@sos.nj.gov.

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