NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #: 2024 - 037 - R	ISSUE DATE: June 7, 2024	CLOSING DATE: June 24, 2024

TITLE:	Administrative Analyst 3, Information Systems	**OPEN TO:**	State Wide (all Departments/State Employees)
DIVISION:	Office of Diversity & Inclusion	**TITLE CODE:** 50075G	**RANGE:** P 26
UNIT:	Office of Diversity & Inclusion	**WORKWEEK:** NL (35 hours)	
LOCATION: 33 W. State St, Trenton, NJ, 08625		**SALARY RANGE:** $75,386.19 - $107,247.18	

THIS IS A REPOST OF POSTING #2024-037-R. CANDIDATES WHO RESPONDED TO 2024-037-R DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.

JOB DESCRIPTION

The Office of Diversity and Inclusion is directed by State Chief Diversity Officer (CDO). ODI is responsible for monitoring the State's public contracting process for the purpose of compiling information on the awarding of contracts to diverse business enterprises and developing strategies to increase capacity for State spending with diverse business enterprises.

Under the direction of the Associate Director, will perform the analysis and evaluation of internal operations, business practices, methods and techniques of the Office of Diversity and Inclusion to determine optimal solutions and/or approaches to satisfy the Office's information technology (IT) business needs/initiatives including but not limited to the Supplier Diversity Management System (SDMS); evaluates IT needs and recommends solutions; provides recommendations in support of ODI's needs and IT goals and objectives; formulates and/or recommends IT policies and procedures; may function as project leader; does other related duties as required. Leads and participates in the planning, development, implementation, and/or maintenance of new or enhanced systems. Leads testing activities for new or enhanced systems, including the development of test data and scripts; ensures all testing is conducted and documented using established standards. Investigates program issues/bugs and collaborates with development teams to address issues reported; recommends solutions and plans and initiates corrective measures. Establishes and maintains accurate control records and follow-up procedures for all ongoing projects. Acts as liaison and develops professional relationships with the department/agency and involved parties such as, but not limited to, agencies, business stakeholders, teams, vendors, and various external entities. Responds to inquiries regarding the Supplier Diversity Management System, Ability to manage multiple projects within a dynamic, fast-paced, team-oriented work environment; intergovernmental, business and other stakeholder outreach to identify problems/issues and make recommendations to resolve and problem-solve is highly desired.

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

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Three (3) years of 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: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration , or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

IMPORTANT NOTES

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: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 24, 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 "2024-037-R – Administrative Analyst 3, Information Systems" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT
Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: *Antoinette Sargent (nr)*
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Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer