



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 103- S	<b>ISSUE DATE:</b> July 23, 2024	<b>CLOSING DATE:</b> August 6, 2024
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<b>TITLE:</b> Network Administrator 1	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Pensions and Benefits	<b>TITLE CODE:</b> 10107	<b>RANGE:</b> P 26
<b>UNIT:</b> Management Information Systems (MIS)	<b>WORKWEEK:</b> NL (35 hours)	
<b>LOCATION:</b> 50 W. State Street, Trenton, NJ 08625	<b>SALARY RANGE:</b> \$78,024.71 - \$111,000.80	

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits is seeking a Network Administrator 1 in its Management and Information Systems and Administration Bureau to assist in providing the required support for the PBX switch in the newly implemented telephony system. The selected individual will:

- ✚ Plan and install hardware upgrades for routers, switches and uninterruptable power supplies (UPS).
- ✚ Plan, configure, and troubleshoot telephony routers, PBX switches and uninterruptable power supplies (UPS).
- ✚ Provide guidance to infrastructure managers/technicians to troubleshoot and resolve telephony problems, monitor overall performance, and conduct upgrades as needed.
- ✚ Monitor performance of routers and switches and takes appropriate actions to tune and optimize as needed to maximize performance throughput, and minimize downtime.
- ✚ Check error logs and responds appropriately to errors logged by the various telephony & network devices (routers, switches, UPS, etc.).
- ✚ Maintain accurate and up-to-date documentation of all errors of high severity and action taken to correct the error.
- ✚ Create/update technical information documents (TID) on hardware installation procedures, corrective action procedures, etc.
- ✚ Maintain knowledge of telephony related emerging technologies and evaluates vendor products for potential use within the Division of Pensions and Benefits, and makes recommendations accordingly.
- ✚ Develop, implement, and ensure adherence to system standards/procedures for the Division of Pensions and Benefits.
- ✚ Coordinate with NJOIT and other government agencies to ensure optimal use of the telephony equipment.
- ✚ Prepare an annual budget for the development, implementation, installation and termination of network related hardware/software/telecommunications components.

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

**-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:**

For positions involved in the administration of a Storage Area Network (SAN) 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.

**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](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, 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 August 6, 2024:**

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

**Treasury Employment Recruiter**

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

(Please list the "2024- 103 - 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*