



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 104 - P	ISSUE DATE: July 23, 2024	CLOSING DATE: August 6, 2024
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TITLE: Information Technology Specialist	OPEN TO: General Public
DIVISION: Pensions & Benefits	TITLE CODE: 53262 RANGE: P21
UNIT: Management Information Systems (MIS)	WORKWEEK: 35 Hours
LOCATION: 50 W. State Street, Trenton, NJ 08625	SALARY RANGE: \$62,164.36 - \$88,009.21

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits is seeking an Information Technology Specialist 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 assistance 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.
- 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.

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: 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 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.



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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 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/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 104 - P Information Technology Specialist" 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