



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 105 - S	<b>ISSUE DATE:</b> July 23, 2024	<b>CLOSING DATE:</b> August 6, 2024
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<b>TITLE:</b> Network Administrator 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 10108 <b>RANGE:</b> P 29
<b>UNIT:</b> IT Support Services/Windows	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State St, 4th Floor, Trenton, NJ	<b>SALARY RANGE:</b> \$89,575.39 - \$127,744.57

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue and Enterprise Services seeks a Network Administrator 2 within its IT Support Services/Windows Bureau. Positions exists within two areas.

#### AREA 1

Appointee will assist with the administration and maintenance of Treasury's Active Directory environment consisting of 4,500+ domain accounts, supporting file systems, and security access to all resources within the domain. The Treasury Microsoft domain is the network on which all Treasury Windows-based applications reside. Appointee will coordinate the patch management for all servers in the Treasury network utilizing Microsoft SCCM; while ensuring that all security patches are applied promptly. Appointee will also supervise other staff members in all areas related to the environment, including assigning tasks and providing training as needed. Will certify that Treasury's local and remote IT services are maintained including but not limited to filing services, printing services, email office applications, and remote access.

Appointee will manage email accounts and licensing as well as provide support for mobile device users in Treasury's Microsoft Office 365 cloud environment; in addition to managing the Treasury Citrix environment which includes installation, maintenance and account management for remote connections. Will coordinate resources to troubleshoot/resolve Treasury IT-related issues logged through the DORES Service Desk; review and respond appropriately to errors logged by network servers; provide diagnoses for server hardware issues, coordination of repairs with the Office of Information Technology while, ensuring all Treasury needs are addressed. In addition, will provide technical support and solutions to end user issues, establishing and maintaining accurate control records, and documentation within the DORES Service Center ticketing system.

#### AREA 2

Appointee will function as network expert and address all network related projects for the Department. In this role, the appointee will handle space planning requests involving wiring and various other network related functions; support eleven Treasury Clients Extranet Connections with Extranet Partners (vendors; function as Technical Liaison with the Office of Information Technology (OIT); report any environmental issues in the 50 W. State computer room and building telecom rooms; coordinate VOIP roll-outs, assist Treasury clients with Call Center projects and other network related projects; learn the general layout of the GSN and Treasury Network; manage the Uninterrupted Power Sources (UPS) that include both standalone and system UPS; prepare and submit firewall rules to OIT as needed ; prepare Tenant Service Requests for power and CAT 6/6A wiring within Treasury occupied buildings; review and maintain up-to-date on various floor plans for network access; assist with network-related WiFi issues.

Appointee will also function as the Change Management Coordinator for DORES by coordinating and communicating changes implemented by both DORES and OIT. In this role, appointee will hold Change Management meetings with DORES staff, attend OIT Change Management meetings, report and advise DORES staff and clients of IT environment changes and downtimes for these changes, and Communicate Change Management changes and outages to DORES senior management, staff and clients.

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:**

Eight (8) 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 four (4) 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:**

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, analytical, evaluative, and interpretive; requires a range and 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 judgment and make accurate and informed decisions.

### 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 more 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 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 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024- 105 - S Network Administrator 2 " 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*