



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 110 - S	<b>ISSUE DATE:</b> July 25, 2024	<b>CLOSING DATE:</b> August 8, 2024
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<b>TITLE:</b> Administrative Analyst 3, Information Systems	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 50075G <b>RANGE:</b> P 26
<b>UNIT:</b> Customer Relations & Project Manager's Office	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$78,024.71 - \$111,000.80

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services (DORES) is seeking an Administrative Analyst 3, Information Systems for the Customer Relations and Project Manager's Office. The selected candidate will be responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget; Determine and define project scope and objectives; Prepare budget based on scope of work and resource requirements; Track project costs in order to meet budget; Develop and manage a detailed project schedule and work plan; Provide project updates on a consistent basis to various stakeholders about progress; Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables; Monitor progress and make adjustments as needed; Measure project performance to identify areas for improvement; Perform detailed requirements analysis, documenting processes, and performing some user acceptance testing; Communicating the results and plans to cross-functional team members and management; Gathering critical information from meetings with various stakeholders and producing useful reports; Working closely with clients, technicians, and managerial staff; Updating, implementing, and maintaining procedures; Prioritizing initiatives based on business needs and requirements; Serving as a liaison between stakeholders and users; Managing competing resources and priorities; Monitoring deliverables and ensuring timely completion of projects. May be required to perform other related duties as deemed necessary.

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 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.

**-OR-**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**-OR-**

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and two (2) years of the above-mentioned professional experience.

**Note:**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**Note:**

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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. This is not a promotional announcement.



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## GENERAL INFORMATION

### **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. For information, 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 information, 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 information, 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, F1, OPT, or H1B visas are not eligible

## 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 8, 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- 110 - S AA3-IS Customer Relations" 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*