NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #: 2024 - 111 - S	ISSUE DATE: July 25, 2024	CLOSING DATE: August 8, 2024

TITLE: Administrative Analyst 3, Information Systems	**OPEN TO:** State Wide (all Departments/State Employees)
DIVISION: Revenue and Enterprise Services	**TITLE CODE:** 50075G **RANGE:** P 26
UNIT: Application Development	**WORKWEEK:** NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ 08625	**SALARY RANGE:** $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 Application Development Unit. The incumbent will confer with department/agency personnel to analyze current operational procedures, business rules and practices; determines feasibility for automation, identifies problems or areas for improvements, and develops solutions; Studies existing information processing systems to evaluate their efficiency and effectiveness; determines specific system requirements; performs system and application needs analysis; Analyzes information, processes and/or statistical and operating reports to detect work backlogs and system problems; Recommends and/or reviews recommendations for enhancements or new systems, application software, or services to improve production or workflow and to meet current and projected business needs; Takes the lead and/or participates in the gathering and development of business and user requirements, including participating in Joint Application Design (JAD) sessions; Prepares and/or reviews various standard and ad hoc reports for business units and IT. 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.

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 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
(Please list the "2024- 111 - S AA3-IS Apps Development" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
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Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer