



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #:
2023 -028 - R

ISSUE DATE:
July 11, 2023

CLOSING DATE:
July 25, 2023

TITLE: Administrative Analyst 2, Information Systems	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Revenue and Enterprise Services	TITLE CODE: 50073F RANGE: P 21
UNIT: Application Development	WORKWEEK: NE (35 hours)
LOCATION: 50 West State Street, Trenton, New Jersey	SALARY RANGE: \$58,031.09 - \$82,157.57

POSITION DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue and Enterprise Services, is seeking an Administrative Analyst 2, Information Systems to work in the Application Development Unit. The Administrative Analyst 2 will confer with departmental/agency personnel to analyze current operational procedures, business rules and practices; will determine feasibility for automation, identify problems or areas for improvements, and develop solutions. Will study existing information processing systems to evaluate their efficiency and effectiveness; determine specific system requirements; perform system and application needs analysis. Analyze information, processes, and/or statistical and operating reports to detect work backlogs and system problems. Recommend and/or review recommendations for enhancements or new systems, application software, or services to improve production or workflow and to meet current and projected business needs. Will take the lead and/or participates in the gathering and development of business and user requirements, including participating in Joint Application Design (JAD) sessions. Prepare and/or review various standard and ad hoc reports for business units and IT.

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

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

Education:

Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.

Experience:

Two (2) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and process 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.

Note:

Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note:

A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.



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IMPORTANT NOTES

**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: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

**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, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on **July 25, 2023:**

- 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 "**2023-028-R - Administrative Analyst 2 IS**" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer