

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0123 **ISSUE DATE:** November 17, 2014

TITLE: Administrative Analyst 1, Data Processing **CLOSING DATE:** December 1, 2014

DIVISION/UNIT: Information Technology

LOCATION: 101 South Broad Street, Trenton, NJ **SALARY RANGE:** R29: \$74,251.79 - \$105,891.38

POSITION(S): 1 **DISTRIBUTION:** STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a higher level supervisory officer in a state department or agency, supervises the development, implementation and quality control of the various manual, mechanical, and automated data processing systems in a department or major division; coordinates all data processing activities of the organization with other state agencies; does related work as required.

Functioning within the Information Technology Unit performs various Department-wide studies pertaining to operating procedures and business methods for the purpose of developing and implementing various data processing systems.

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Four (4) years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one year of experience as indicated above.

LICENSE/CERTIFICATIONS:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0123
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer