NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

Administrative Analyst 4, Information Systems

SALARY RANGE: **$74,251.79-$105,891.38 (R29)** **WORKWEEK:** **NL (35 hour workweek)**

POSTING PERIOD FROM: **November 19, 2015** **TO:** **December 3, 2015**

OPEN TO:
- ☐ **Unit Scope:** ☐ **Division Wide**
- ☐ **Department Wide (open to Treasury employees)**
- ☒ **State Wide (all Departments/State employees)**

DIVISION/LOCATION:
Division of Risk Management
Information Technology and Customer Service Unit
20 West State Street
Trenton, NJ 08625

JOB DESCRIPTION: **Under the direction of the Director, Division of Risk Management, manages and coordinates the operation of the Risk Management Information System (RMIS). Works with the business units of the Division as well as representatives of the Division of Revenue and Enterprise Services to address system issues and resolve system problems. Evaluates business and user needs and recommends system-related solutions. Provides management with reports as requested. Responsible for coordinating IT initiatives and information exchanges between the Division of Risk Management and the Division of Revenue and Enterprise Services necessary for the successful operation of the system and completion of special projects. Does other related duties as requested.**

REQUIREMENTS: **Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:**

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 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.**

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.**

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: ADMIN ANALYST 4, INFO SYS)

To obtain an Application for Employment, go to: http://www.nj.gov/treasury/administration/pdf/hr-application.doc. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY: Douglas J. Iannì

Douglas J. Iannì, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer