



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 162 - P	ISSUE DATE: December 29, 2023	CLOSING DATE: January 12, 2024
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TITLE: Software Development Specialist 1	OPEN TO: General Public
DIVISION: Cannabis Regulatory Commission	TITLE CODE: 10237 RANGE: P21
UNIT: Communications	WORKWEEK: 3E (35 hours)
LOCATION: 50 Barrack Street, Trenton, NJ	SALARY RANGE: \$60,062.18 - \$85,033.04

JOB DESCRIPTION

The New Jersey Department of Treasury, Cannabis Regulatory Commission (CRC), is seeking a Software Development Specialist 1. Under close supervision and monitoring in a state or local government agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work.

The selected individual will be responsible for monitoring and managing the NJ-CRC website and intranet ensuring that HTML and Javascript are updated regularly and out-of-date content removed. Conducts routine tests of the Internet and Intranet sites to ensure the quality and efficiency of the end-user experience and ensures the functionality of all end-user interaction pages. Will also be responsible for data integration and the creation and preparation of test data for existing and new systems in order to design and build pages on the Internet and intranet sites after collaboration with supervisor. Creates documentation to track and analyze website performance issues and works with the Office of Information Technology (OIT) to implement designed programs, test software updates, and the implementation of software improvements. Schedules routine maintenance of the website and ensures that all aspects of the site are de-bugged and function optimally. Uses knowledge of SEO, web analytics, Google Analytics (G4), and other systems to discuss recommendations for website and database updates with the Director of Communications and coordinate preferred style/content.

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:** Graduation from an accredited college or university with a Bachelor's degree.
- Experience:** One (1) year of programming, systems programming or computer analysis experience.
- Note:** Applicants who do not possess the required education may substitute additional experience as indicated above 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 an information technology field will substitute for the required experience.
- License:** Appointee 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 essential duties of the position.



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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: 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 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 January 12, 2024:**

- 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- 162 - P Software Development Specialist 1" 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