



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 232-23 **ISSUE DATE:** May 4, 2023

TITLE: **GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)** **CLOSING DATE:** May 18, 2023

FUNCTION: **SENIOR SYSTEM ANALYST**

LOCATION: Department of Children and Families (DCF)
Office of Information Technology
50 East State Street
Trenton, NJ 08625

POSITIONS: 5 **SALARY:** Commensurate with education and experience.

DISTRIBUTION: STATE-WIDE

SCOPE OF ELIGIBILITY: Opportunities subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Senior System Analysts must be able to meet with internal and external stakeholders to establish project scope, system goals, and requirements for changes to the Department’s Comprehensive Child Welfare Information System (CCWIS) application (NJ SPIRIT) and other applications. Analysts must create system specifications that account for best practices in scalability, supportability, ease of maintenance, and system performance for the development team. They must document the changes in design documents and create flow charts and data mapping for developers to follow in their coding and testing. Analysts are responsible for testing system updates, creating testing documentation and supporting User Acceptance Test. They must translate highly technical specifications (code changes) into clear non-technical language (requirements) to be comprehensible by non-technical staff. They must have the ability to create and manage the schedule for batches and interfaces with DCF partners (Medicaid, DHS systems, OIT etc.). Other tasks include, managing the system's workflow, detecting, and diagnosing malfunctions, and assisting the Help Desk staff with reported issues and concerns. A senior analyst must have excellent command with programming languages (oracle database, SQL, Java, etc) and a comprehensive knowledge of the technology industry, to understand systems' complexities and processes.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Five (5) years of programming, systems analysis, and/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 may be substituted for one (1) year of experience.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one’s transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: 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.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to: Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.