



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	330-26	ISSUE DATE:	9/15/2026	CLOSING DATE:	9/29/2026
TITLE:	Administrative Analyst 2 Information Systems				
LOCATION:	Division of Family Development Office of Information Systems 12 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	P21		
		SALARY:	\$66,592.01 - \$97,353.91		
		UNIT SCOPE:	K500 – Division of Family Development		
		SERV. CLASS:	Competitive		
OPEN TO:	Current Division Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under limited supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a state department or agency, assists in the analysis and evaluation of internal operations, business practices, methods, and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives. Assists in the evaluation of users' needs and recommends IT solutions; does other related duties as required.				
SPECIAL NOTE:	Applicants must also be eligible to apply and apply for the promotional announcement for this title, PS9895K, closing 09/21/26.				
	This position will: - Perform UAT (User Acceptance Testing) for system enhancements and new features. - Provide administrative and operational support for users of the EBT EPPIC System. - Assist with procurement activities, contracts, invoices, and vendor communications. - Prepare statistical reports, spreadsheets, and status reports. - Assist with communications within between OIS and other units within DFD such as Policy, Communications, Program Operations, and the FIRM. - Support audit compliance activities and OPRA requests.				
REQUIREMENTS					
REQUIREMENTS:	NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.				
	Six (6) years of professional 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.				
	OR				
	Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.				
	OR				
	Possession of a master's degree in Master's degree in Public Administration, Business Administration, Computer Science, Information technology, Software Engineering, Information Security, Network Administration, or Database Management; and one (1) year of the above-mentioned professional experience.				
	NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.				
SPECIAL NOTE:	Desirable skillsets include: - Familiarity with the EBT EPPIC system and other system and administrative processes. - Strong Microsoft Office skills in Word, Excel, Power Point and Teams and related office applications. - Ability to identify, troubleshoot and resolve routine EBT related user-support issues and escalate complex problems appropriately. - Organization and prioritization – ability to manage multiple assignments, meet deadlines and work independently at times with minimal supervision. - Communication skills – strong written and verbal communications skills. Ability to translate technical information into language that is understandable to non-technical users. - Adaptability – willingness to learn new applications, systems, and processes				

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.
IMPORTANT NOTICES	
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <i>must be evaluated</i> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for citizenship to the United States.
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <i>will be at your expense</i> . Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
TELEWORK:	Certain positions may be eligible to participate in the Department's " Telework Program ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
FILING INSTRUCTIONS	
Forward a cover letter, resume, and transcript (if applicable) electronically to: dfdhrresumes@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-25, Smith)	

New Jersey Department of Human Services is an Equal Opportunity Employer