State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Vacant
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	406-26	**ISSUE DATE:**	10/23/2026	**CLOSING DATE:**	11/6/2026
TITLE:	Network Administrator 2				
LOCATION:	Department of Human Services Office of Information Systems 222 S. Warren Street Trenton, NJ 08625	**RANGE:**	P 29		
		SALARY:	$95,9552.40 - $141,386.20		
		UNIT SCOPE:	K750		
		SERV. CLASS:	Competitive		
OPEN TO:	Current Office of Information Systems Employees Only				

DESCRIPTION

DEFINITION:	Under the general supervision of a supervisory official, in a state department, institution, or agency, or in a local government agency, performs highly- complex professional work which includes development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN); maintains and/or takes the lead on maintenance of centralized, decentralized, and remote network services; maintains and/or takes the lead on maintenance of network security and data integrity; provides and/or takes the lead on providing consultations and recommendations to infrastructure managers, as required, to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; takes the lead on planning upgrades, capacity, and communication requirements; does other related duties as required. SPECIAL NOTE: Under general supervision, as a lead worker in a Tier 2 Information Technology environment, provides direct support to end users with desktops, laptops, tablets, desk phones, cell phones & printers, installing software and peripherals; retrieves information through a ticketing system and resolves issues. Maintains all paperwork for the provision of computer equipment. Keeps inventory of all computers and phones. Supports remote access from home
SPECIAL NOTE:	Under general supervision, as a lead worker in a Tier 2 Information Technology environment, provides direct support to end users with desktops, laptops, tablets, desk phones, cell phones & printers, installing software and peripherals; retrieves information through a ticketing system and resolves issues. Maintains all paperwork for the provision of computer equipment. Keeps inventory of all computers and phones. Supports remote access from home

REQUIREMENTS

REQUIREMENTS:	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. Eight (8) years of professional experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Network (LAN), Metropolitan Area Network (MAN), and/or Wide Area Network (WAN) environments, including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems. OR Possession of a bachelor's degree from an accredited college or university including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems; and four (4) years of the above-mentioned professional experience. NOTE: Evidence of formal training in Computer Science or Information Technology received from or evaluated by an accredited institution of higher learning may be submitted with your application. Applicants must provide documentation from the accredited institution that clearly outlines the training course(s) that are acceptable and the corresponding number of credit hours for the training to be accepted. In-house courses (such as training provided on the job or through the appointing authority) will not be accepted. 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.
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 *must be evaluated* 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 ***will be at your expense***. 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:

DHS-CO.Resumes@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