



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	129-24	ISSUE DATE:	3/13/2024	CLOSING DATE:	3/27/2024
TITLE:	Technician Management Information Systems				
LOCATION:	Division of Aging Services Office of Information Systems 12 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	A15		
		SALARY:	\$45,990.49 - \$64,588.90		
		UNIT SCOPE:	K970		
OPEN TO:	Current Division Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under supervision of a supervisory official assigned to a program or operational unit having responsibility for a specific, existing information processing system operation, implements and monitors management information systems used to compile, store, retrieve, and process varied types of financial, program, or other information unique to the unit; operates computers and related equipment controls; analyzes and troubleshoots information processing program or system error conditions; updates and analyzes application software problems; performs system maintenance; OR under supervision of a supervisory official in a client/server environment, installs hardware and software on servers or workstations; performs basic and repetitive levels of help desk responsibilities; performs other related duties as required.				
NOTE:	N/A				
REQUIREMENTS					
EDUCATION:	Completion of sixty (60) semester hour credits from an accredited college or university.				
EXPERIENCE:	One (1) year of experience in work involving information systems including responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in providing user support and solving user problems in a help desk or related environment.				
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. Twenty-four (24) semester hours credits in Computer Science, Information Technology, or a closely related field from an accredited college or university may be substituted for up to two (2) years of the required education.				
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					
NOTE FOR 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:	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.				
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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 to proceed with the testing.				
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * Telework: This position may be eligible to participate in the Department's pilot "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. * 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: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DoAS.Resume@dhs.nj.gov You must include the Job Posting # , and Last Name in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer