



# 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:

<b>JOB POSTING #:</b>	150-24	<b>ISSUE DATE:</b>	3-27-2024	<b>CLOSING DATE:</b>	4-10-2024
<b>TITLE:</b>	Administrative Analyst 3, Information Systems				
<b>LOCATION:</b>	Division of Developmental Disabilities	<b>RANGE:</b>	P26		
	Information Technology Unit	<b>SALARY:</b>	\$75,386.19- \$107,247.18		
	Central Office, Trenton	<b>UNIT SCOPE:</b>	K415		
<b>OPEN TO:</b>	Current Division of Developmental Disabilities Employees with Underlying Permanent Status in a Competitive Title				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	<p>Under general supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a state department or agency, performs 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; evaluates users' needs and recommends (IT) solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates and/or recommends IT policies and procedures; may function as project leader; does other related duties as required.</p> <p><b>DISTINGUISHING CHARACTERISTICS</b></p> <p>Incumbents serving in this title perform tasks under general supervision and may be assigned a specific area of responsibility. Positions in this class exercise independent initiative and judgment in planning and carrying out assigned functions. It is reasonable to expect employees in this class to display a high degree of skill in or knowledge of a particular area. They may function as subject matter experts based on experience.</p>				
<b>SPECIAL NOTE:</b>					
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<b>NOTE:</b> 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.				
	Seven (7) 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.				
	<b>OR</b>				
	Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.				
<b>REQUIREMENTS:</b>	<b>OR</b>				
	Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and two (2) years of the above-mentioned professional experience.				
<b>SPECIAL NOTE:</b>	<b>NOTE:</b> "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.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	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.				
<b>NOTE:</b>	* 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](mailto:CSC-Same@csc.nj.gov) , or call 609-292-4144, option 3.

#### FILING INSTRUCTIONS

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE,  
ELECTRONICALLY TO: [DDD-CO.Resumes@dhs.nj.gov](mailto:DDD-CO.Resumes@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