



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 #:	238-26	ISSUE DATE:	7/22/2026	CLOSING DATE:	8/5/2026
TITLE:	Manager 2 Information Processing				
LOCATION:	Department of Human Services Office of Information Technology 222 S. Warren St Trenton, NJ 08625	RANGE:	&34		
		SALARY:	\$121,055.33 - \$179,045.93		
		UNIT SCOPE:	K750 – Office of the Assistant Commissioner		
		SERV. CLASS:	Competitive		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	A position in this category typically functions as a manager of an organizational unit, monitors progress of projects, and implements, monitors, analyzes, and evaluates systems within an organization; consults with system users on system requirements, problems, and application software.				
	Level 2				
	Under general supervision, organizes and directs the activities of an information processing installation or facility, having a total employee complement of 11 to 50, in support of a major agency, division or department. This installation must include at least two of the following functional elements: applications development and maintenance, operations production and control, database management, operating systems programming and maintenance; network management; or under the direction of a Manager 3, directs a major sub element (such as programming).				
OR					
Under the direction of a Manager 3, Information Processing or higher level manager, and operating within the Central Executive Branch Information Processing and Telecommunication Agency for the state, manages personnel responsible for multiple units or components of one or more of the following information processing or telecommunications functions: operations, development, or user consultation. This title manages at least one Manager 1, Information Processing.					
SPECIAL NOTE:	Under general direction, the Manager 2 Information Processing leads the ADSU development team responsible for building, maintaining, and improving DHS business applications. Oversees all on-premises application development using Microsoft .NET, SQL Server, and Oracle databases, while guiding the long-term transition to modern, cloud-native application platforms. Ensures applications remain stable, secure, and aligned with DHS program needs. Provides technical leadership, project oversight, and coordination with internal teams and external partners. Performs related duties as required.				
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.				
	Level 2				
	Ten (10) years of professional experience in work involving the development of application software and systems analysis and design in a multiplatform environment, three (3) years of which shall have been in a supervisory capacity, one (1) year of which involved supervising second line supervisors or middle managers.				
	OR				
Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity, one (1) year of which involved supervising second line supervisors or middle managers.					
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 <u>must be evaluated</u> 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.
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 <u>will be at your expense</u> . 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 " <u>Telework Program</u> ", 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