



# 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 #:                                                                                                                                                                                                                                                                          | 303-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ISSUE DATE:  | 9/1/2026                  | CLOSING DATE: | 9/15/2026 |
| TITLE:                                                                                                                                                                                                                                                                                  | Communications Systems Technician 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                           |               |           |
| LOCATION:                                                                                                                                                                                                                                                                               | Green Brook Regional Center<br>275 Greenbrook Rd.<br>Green brook, NJ 08812                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RANGE:       | C18                       |               |           |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SALARY:      | \$57,157.93 - \$83,211.13 |               |           |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | UNIT SCOPE:  | K452                      |               |           |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SERV. CLASS: | Competitive               |               |           |
| OPEN TO:                                                                                                                                                                                                                                                                                | Current State Employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |                           |               |           |
| DESCRIPTION                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                           |               |           |
| DEFINITION:                                                                                                                                                                                                                                                                             | Under the close supervision of the Communications Systems Technician 3 or other supervisory official, does simple installations, tests, sets-up (configures), troubleshoots and repairs data and voice communication network hardware systems, including various peripheral devices and wiring systems associated with minicomputer, microcomputer or mainframe computer-based systems, Local Area Networks (LAN), and multi-line telephone systems and equipment; does other related duties as required.                                                                                                                                                                                                                          |              |                           |               |           |
| NOTE:                                                                                                                                                                                                                                                                                   | The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                           |               |           |
| REQUIREMENTS                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                           |               |           |
| REQUIREMENTS:                                                                                                                                                                                                                                                                           | Completion of a vocational, technical, or specialized training program in computer technology, electrical technology, electronic technology, electronic engineering technology, telecommunications, computer operations, or data processing.<br><br>Two (2) years of experience in work involving the installation, maintenance, troubleshooting and repair of electrical or electronic components, equipment or systems, which shall have included one (1) year pertaining to data and voice communications network hardware, related peripheral devices, and associated wiring systems.                                                                                                                                          |              |                           |               |           |
| NOTE:                                                                                                                                                                                                                                                                                   | Applicants who do not possess the required education may substitute one (1) year of additional experience (general or specific) as indicated below.<br><br>An Associate's degree (or 60 college credits) from an accredited college or university in computer technology, electrical technology, electronic technology, electronic engineering technology, telecommunications, data processing, or closely allied field may be substituted for the required education and one (1) year of experience.                                                                                                                                                                                                                              |              |                           |               |           |
| 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.<br><br>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 <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                           |               |           |
| 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); 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:<br><a href="mailto:DDD-GRC.RESUME@dhs.nj.gov">DDD-GRC.RESUME@dhs.nj.gov</a><br><b>You must include the Job Posting #, and Last Name in the subject line of your email. Example: ( 123-25, Smith )</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                           |               |           |

New Jersey Department of Human Services is an Equal Opportunity Employer

