



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

<b>JOB POSTING NUMBER</b>	340-23	<b>ISSUE DATE</b>	6/6/2023	<b>CLOSING DATE</b>	6/20/2023
<b>TITLE</b>	Administrative Analyst 3 Information Systems				
<b>LOCATION</b>	Division of Medical Assistance and Health Services Office of Information Systems 5 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE</b>	P26		
		<b>SALARY</b>	\$72,836.90 - \$103,620.41		
		<b>OPEN TO</b>	Current State Employees		
<b>DEFINITION</b>	<p>Under general supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in the Office of Information Systems (OIS), 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; lead role for eligibility system testing; does other related duties as required.</p> <p>The desired candidate will be:</p> <ul style="list-style-type: none"> <li>Committed to serving people the best way possible through government healthcare programs.</li> <li>Excellent at communication and interpersonal skills with demonstrated ability to build bridges of understanding with all levels of stakeholders.</li> <li>Emit positive energy and eagerness to embrace diverse colleagues and communities.</li> <li>Motivated to work independently and in teams towards shared goals.</li> <li>Curious and exude positive energy to learn and grow in the organization.</li> </ul>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college or university with a Bachelor's degree.				
<b>EXPERIENCE</b>	Three (3) years of 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>NOTE</b>	<p>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.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.</p>				
<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>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 NOTICE</b>					
<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>NOTE</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "<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.</p> <p>* <u>Covid Screening</u>: Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening.</p> <p>* <u>SAME Applicants</u>: 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, email: <a href="mailto:SAME@csc.nj.gov">SAME@csc.nj.gov</a>, or call CSC at (833) 691-0404.</p>				
<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>FILING INSTRUCTIONS</b>					

Forward a cover letter and resume electronically to: [DHS-CO.Resumes@dhs.nj.gov](mailto:DHS-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