



NOTICE OF JOB VACANCY

ISSUE DATE: August 26, 2025

CLOSING DATE: September 9, 2025

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S)
 (X) STATEWIDE (STATE EMPLOYEES ONLY)* See below
 () GENERAL PUBLIC

TITLE: Supervising Computer Operator

POSTING # 2025-025

TITLE CODE: 53090

SALARY RANGE: R24 \$73,706.89 - \$108,073.49

LOCATION: NJ Office of Information Technology
 Managed Hosting
 Mainframe Service Desk
 300 Riverview Plaza
 Trenton, NJ 08625

HOURS OF WORK: 35 hours per week
Monday – Friday: 4:00 p.m. - 12:00 a.m.(midnight)
Monday – Friday: 12:00 a.m. (midnight)- 8:00 a.m.

****PLEASE NOTE: Open to NJ State employees with underlying permanent status who meet the requirements listed below as a promotional/lateral opportunity, subject to current promotional/hiring restrictions.***

Employee Benefit(s):

The New Jersey Office of Information Technology (NJOIT) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

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| • <i>Alternate Work Week Program*</i> | • <i>Telework Pilot Program*</i> |
| • <i>Deferred Compensation</i> | • <i>Flexible and Health Spending Accounts (FSA)/(HSA)</i> |
| • <i>Health, Dental and Life Insurance</i> | • <i>13 Paid holidays</i> |
| • <i>Public Service Loan Forgiveness</i> | • <i>Paid time off</i> |
| • <i>Staff training</i> | |

****Pursuant to NJOIT's policy, procedures, and/or guidelines***

The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act," which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.

DESCRIPTION OF THE SPECIFIC POSITION: This position is supervisory and will be responsible for employees' eCATS, SimpliGov requests ePARs and overtime scheduling on the respective shift. The position is deemed essential, in case of state of emergency, scheduled time off can be canceled and appointee required to report to work as necessary. Appointee must also be available for off-hours support including weekends and holidays. Under direction this position monitors all 5 LPAR on the IBM Mainframe; monitors the Bull System; all online CICS applications; communicates by email and process service now tickets; communicates through teams as needed. Under direction, assists team members as needed. Knowledge of IBM, the system console, performs the operating commands necessary for the execution of scheduled production, and provides appropriate responses to system messages and/or emails. Knowledge in performing Input/Output Control duties such as Initiate CA-7 job runs, ensure the correct processing of jobs according to production schedules, and job documentation is preferred. In addition, cooperates with vendor personnel in correcting software and/or hardware issues. Maintains logs and records.

DEFINITION: Under the direction of an Operations Shift Superintendent or other higher level supervisory official in a state department, agency, institution, or state college, is responsible for the supervision and coordination of one (1) shift in the operation of two (2) or more large-scale multi-programmed computers supporting complex teleprocessing networks and large shared databases; supervises staff and work activity; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

REQUIREMENTS:

EDUCATION: Successful completion of a one (1) year technological training program in the operation of computers.

EXPERIENCE: Four (4) years of experience in computer operator work involving the operation of computers and peripheral equipment, systems analysis and programming, scheduling, technical support, and/or computer operations in the data processing field.

NOTE: Applicants who do not possess the required education may substitute it for one (1) additional 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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

As a condition of employment with NJOIT a background inquiry will be conducted.

Please visit the following URL for the NJ Application for Employment:

<https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>

Electronic Filing: Applicants are encouraged to file electronically. Forward **your resume, and cover letter** to recruiter4@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward **your resume and cover letter** (including posting #2025-025) to:

Heather Pursell, Manager, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by: _____



Lisa Blauer, Chief of Staff