



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: October 9, 2025

CLOSING DATE: October 24, 2025

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

TITLE: Software Development Specialist 1, OIT

POSTING # 2025-041

TITLE CODE: 10237C

SALARY RANGE: P21 \$64,340.11 - \$94,061.71

**LOCATION: NJ Office of Information Technology
 Application Development
 Business Development - SimpliGov
 300 Riverview Plaza
 Trenton, NJ 08625**

HOURS OF WORK: TBD

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: The candidate will take part in workflow development within the SimpliGov unit. This involves designing, testing, and maintaining forms and workflows, developing and utilizing API's, and scheduling and administering ETL batch scripts. The candidate will help optimize application performance, contribute to best practices for workflow development, and provide support for troubleshooting and resolving technical issues. Ability to work effectively both independently and as part of a team is expected.

DEFINITION: Under the close supervision and monitoring of a supervisory official in the Office of Information Technology, performs routine analysis, maintenance, programming, and support work on modules of existing systems; may develop web applications or websites; does other related duties as required.

REQUIREMENTS:

NOTE: 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.

Five (5) years of professional experience in programming, systems analysis, or computer analysis.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree in an Information Technology field.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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.

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.nj.gov/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://nj.gov/it/docs/eo/DPF-663.pdf>

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: SAME@csc.nj.gov, or call CSC at (833) 691-0404, option #3.

Electronic Filing Applicants are encouraged to file electronically. Forward **your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** 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, cover letter unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** (including posting #2025-041) 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