



State of New Jersey

Office of Information Technology

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Kevin Dehmer
Chief Technology Officer

NOTICE OF JOB VACANCY

ISSUE DATE: August 10, 2026

CLOSING DATE: September 10, 2026

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

TITLE: Administrative Analyst 3, Information Systems

POSTING # 2026-029

TITLE CODE: 50075G

SALARY RANGE: P26 \$83,582.01 - \$122,831.91

LOCATION: NJ Office of Information Technology
Governor's Office
125 West State Street
Trenton, NJ 08625

HOURS OF WORK: TBD

***PLEASE NOTE:** Open to New Jersey State employees with permanent status in a competitive title 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 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 after successful completion of a Working Test Period or 120 calendar days after the effective date of the appointment. 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 ideal candidate will have demonstrated experience providing administrative and technical support for business information systems, including assisting end users, troubleshooting system issues, documenting and resolving service requests, and supporting the day-to-day operation of agency technology resources. The candidate should possess experience coordinating technology, information systems, or business process improvement initiatives by organizing project activities, tracking deliverables, documenting business requirements, assisting with system testing and implementation, and communicating effectively with management and executive-level stakeholders. Working knowledge of Salesforce or comparable customer relationship management (CRM) or enterprise business application platform is preferred, including experience with user support, data management, reporting, workflow automation, system configuration, and process improvement. The successful candidate will also demonstrate an interest in artificial intelligence (AI), automation, and emerging technologies, with the ability to support the responsible use of AI-enabled tools to improve operational efficiency, streamline business processes, enhance service delivery, and advance agency objectives in accordance with State policies and governance standards.

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.

Seven (7) years of professional 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.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and two (2) years of the above-mentioned professional experience.

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.

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.

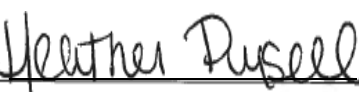
RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment 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/TitleList/StateTitleList>

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>

FILING INSTRUCTIONS: 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 (2026-029) in the subject line.**

Authorized by 

Heather Pursell, Manager HR