



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 21, 2026

CLOSING DATE: September 4, 2026

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

TITLE: Administrative Analyst 4, Information Systems

POSTING # 2026-035

TITLE CODE: 50076G

SALARY RANGE: R29 \$95,955.40 - \$141,386.20

LOCATION: NJ Office of Information Technology
Enterprise Services
Architecture Standards and Enterprise Technology
300 Riverview Plaza
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:

- | | |
|---|---|
| • <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: Supervisor myNJ Help Desk Service. Define a vision for the myNewJersey Help Desk team's work, plan for the appropriate resources (financial, technical, and staff), and execute those plans to achieve the vision. Plan and administer the day-to-day, season-to-season, and year-to-year work activities of the team as well as provide technical expertise to ensure all customer commitments are met according to expectations. Provide quality services to agency and internal customers of the myNewJersey Service. Engage skilled workforce to emphasize continuously improving customer satisfaction by listening to our customers, standardizing our service offerings and their delivery, innovating effective solutions, and delivering all services in a professional, courteous, and helpful manner.

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.

Eight (8) 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 four (4) 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 three (3) 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.

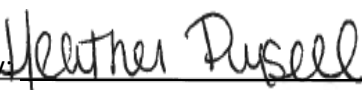
Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

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 may be conducted.

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 (2026-035) in the subject line.**

Authorized by 
Heather Pursell, Manager HR