



VACANCY ANNOUNCEMENT

Posting #: 2025-72	Issue Date: 03/28/2025	Closing Date: 4/11/2025	
Title: Administrative Analyst 3, Information Systems (Competitive)	Range/Title Code: P26/50075G	Salary: \$78,024.71 - \$111,000.80	
Unit Scope: Statewide Career Service	Location: Office of Information Management, Services & Solutions (N193)– 1 John Fitch Plaza, Trenton, NJ 08625	Workweek: NL	# Vacancies: 1

Job Description

The Office of Information Management, Services & Solutions is seeking a qualified candidate to fill an Administrative Analyst 3, IS position within the Portfolio & Project Management Unit. Under the direction of a higher-level analyst, this individual will serve as a Systems Analyst, conducting in-depth business analysis to support one of the Department's ongoing modernization efforts.

Key Responsibilities:

- Develop business and user requirements, leveraging various methodologies.
- Document existing ("as-is") business processes and propose future-state ("to-be") models for improved efficiency.
- Facilitate Joint Solution Design (JSD) and Joint Application Design (JAD) sessions with multiple divisions and stakeholder teams.
- Develop comprehensive documentation, including:
 - Business/functional requirements traceability matrix
 - Business or system use cases
 - Reports and process flow diagrams
 - Quality assurance techniques and workflow improvements
 - Training guides for end-users
- Assist in planning, development, implementation, and maintenance of new or enhanced IT systems in alignment with guidelines set by the Department's IT Project & Modernization Management Office.
- Conduct analysis and evaluation of internal operations, business practices, and methodologies to determine optimal IT solutions.
- Evaluate user needs and recommend appropriate IT solutions.
- Provide strategic recommendations supporting program area business needs and IT objectives.
- Perform other related duties as assigned.

Preferred Qualifications:

- Experience in business analysis and process reengineering, including documenting "as-is" and "to-be" business processes.
- Background in facilitating Joint Solution Design (JSD) and Joint Application Design (JAD) sessions.
- Proficiency in developing detailed documentation, such as business/functional requirements, use cases, process flow diagrams, and training materials.
- Experience working on IT modernization projects within a government or large enterprise environment.
- Knowledge of project management principles and experience supporting IT project lifecycle phases (planning, development, implementation, maintenance).
- Familiarity with quality assurance techniques, system testing, and workflow optimization.
- Strong problem-solving and analytical skills, with the ability to assess user needs and recommend IT solutions.
- Experience working with cross-functional teams and stakeholders to align IT initiatives with business objectives.
- Strong communication skills, both written and verbal, to effectively document requirements and interact with technical and non-technical audiences.
- Proficiency in tools such as Microsoft Office Suite, Visio, project management software, and business analysis tools.

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- Alternate Work Week*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework*
- 100% Tuition Reimbursement*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

***Those that applied to Posting 2025-47 do not need to apply again and will be taken into consideration. ***

Open to New Jersey State career service employees who are currently permanent in any competitive title and who meet the open competitive requirements below or open to those currently permanent in the following non-competitive titles and meet the requirements below: Software Development Specialist 1 and Information Technology Specialist.

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.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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.

TO APPLY

If you qualify, **please submit a letter of interest, college transcripts (if applicable) and your resume (including the best contact number and email address)** to the email address listed below. Your submission **must** be received by the closing date and include the job posting number.

Click Here to Apply

[Administrative Analyst 3, Information Systems #2025-72](#)

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new 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, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

☐ **I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ **I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? ☐ Yes ☐ No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____ Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.