



# Notice of Job Vacancy

<b>Posting #:</b> 2021-225		<b>Issue Date:</b> 10/6/2021	<b>Closing Date:</b> 10/20/2021	
<b>Title:</b> Administrative Analyst 3, Information Systems		<b>Range/Title Code:</b> P26/ 50075G	<b>Salary:</b> \$70,008.56 - \$99,596.69	
<b>Unit Scope:</b> Statewide/Career service	<b>Location:</b> Division of Employer Accounts -Director's Office Employer Accounts	<b>Workweek:</b> NL	<b># Vacancies:</b> 1	

## Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), Alternate Workweek Program (determined by division), and employee training.

Under the supervision of the Director, coordinates TPS samplings for these functions for which programming has been completed using USDOL time frames. Prepare and submit annual TPS report by due date established by USDOL.

Respond to USDOL request for information and surveys regarding the TPS review program by the requested date. As a member and the chairperson, of the LWD Penalty Abatement Committee.

Direct and manage the committee's efforts in reviewing employer's penalty abatement regards and making timely recommendations consistent with the appropriate guidelines. Conduct the Division's Annual Inherent Risk and Vulnerability Assessment review.

As required by USDOL, coordinate data samples and their review. Discuss the result with Director and analyze what changes are needed to improved.

Introduce candidate to TPS requirements including but not limited to data samples, CAPS, reporting and compliance schedule. Review requirements associated with ETA-581 filing including data validation. Assign the employee tasks commensurate with their training and ability to completed compliance related tasks. Review employees work and provide additional training as needed.

Review and correct reports submitted by employers who are applying for the UEZ UI rebate, maintained an excel worksheet with the results of the application. Secure the excel worksheet and provide all documents needed your UEZ coordinator assistant by due date. This due date must be adhered to be able for your assistant to complete letters to be approved by Assistant Commissioner.

This position is vital to the division in insuring a smooth operation of administrative support functions.

Providing guidance and assistance to program managers in the preparing of Federal budget requests and operating plans, maintaining and updating of new employee staff, monthly training conferences and making recommendations to assist skill improvements.

Responsible for approaches to satisfy agency information technology business needs and initiatives and will assist in the evaluation of users' needs and IT solutions. Repair and service IT request, Employer Accounts and Audit Application testing, maintain and monitor reports back to Director

Responsible for Avaya phone system and all the training/information that entails, as well other related duties when required.

Drafts correspondence in the course of official duties.

### **Civil Service Commission Requirements (Education/Experience/Licenses)**

Open to employees of the State of New Jersey who are currently permanent in a competitive title and who meet the open competitive requirements listed below:

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Three (3) years of 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.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

**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 for this Position**

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above and include the Posting number.

**EMAIL:**

Human Capital Strategies

Recruitment Unit

[LWDJobPostings@dol.nj.gov](mailto:LWDJobPostings@dol.nj.gov)

\*Subject line must specify complete job posting number

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.

**Job Posting Authorized by** Tennille R. McCoy, Assistant Commissioner, 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 partner<sup>1</sup> 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 \_\_\_\_\_

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