



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
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PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

LISA J. HOU, D.O.
Colonel
Adjutant General (Interim)

(REPOSTED) STATE EMPLOYEE VACANCY ANNOUNCEMENT
POSTING #V29-20

OPENING DATE: October 21, 2020 **CLOSING DATE:** November 4, 2020
(Applications must be received or post-marked by the closing date)

TITLE: Principal Staff Officer 2, (Health Information Systems Manager) - **Unclassified**

SALARY: (S28) \$75,243.18- \$107,223.96

LOCATION: New Jersey Department of Military and Veterans Affairs
Information Services Division
101 Eggert Crossing Road
Lawrenceville, NJ 08648

AREA OF CONSIDERATION: Applications will be accepted from all interested applicants who meet the requirements listed below. Selection will be made from among the best qualified.

JOB DESCRIPTION: Serves as Bureau Chief supervising Information Technology operations of healthcare information systems supporting the three (3) long term care Veterans Homes. Provides operational guidance to MIS Technicians decentralized at the facilities and serves as the primary network administrator for various healthcare information systems including development, implementation, and maintenance of servers and applications; maintain centralized, decentralized, and remote network services; maintain network security and data integrity; provides consultation and recommendations to infrastructure managers as required to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required. Responsible for ensuring IT needs are documented, solutions are evaluated, stakeholders are engaged, estimates are generated, and projects/procurements are initiated, managed and completed. Serves as the primary procurement point of contact for health information systems software; including annual renewals of licenses, maintenance and support, and for procurement and implementation of new health information systems software solutions. Develops Statements of Work for procurement of new requirements and work with internal and external entities to ensure adequate systems and software are procured to meet our operational need. Prepares reports and recommendations, establish processes, and prepares training for users. Provides recommendations and advises the director on matters pertaining to managing resources. Serve as primary point of contact for all Information Technology at the three (3) long term care Veterans Homes. May perform other functions and related duties as directed by the Director. Position will require travel approximately 15-20% of the time.

REQUIREMENT: Incumbent must be an active member of the New Jersey National Guard upon appointment to this position. Subsequent to appointment, should the incumbent cease to be an active member of the New Jersey National Guard for any reason, his/her term of employment might be extended by the Adjutant General in a civilian status until the incumbent is eligible for retirement as a veteran under N.J.S.A. 43:15A-61.

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

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-to-year basis.

NOTE: Successful completion of military courses equivalent to the level of the U.S. Army Branch Officer Career Course.

EXPERIENCE: Four (4) years of experience as a company level officer in a command or staff position in any regular military service or its reserve component. One of must be supervisory.

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.

RESIDENCY: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL
ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.