



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

January 25, 2023 NOTICE OF JOB VACANCY #23-50

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Gaming Enforcement, for applicants who meet the requirements indicated below:

TITLE: Administrative Analyst 2, Information Systems

SALARY: \$53,031.09 to \$82,157.57

LOCATION: Division of Gaming Enforcement
Technical Service Bureau
1300 Atlantic Avenue
Atlantic City, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under limited supervision of a supervisory official in the Technical Services Bureau, assists in the formation, development, implementation, and quality control of the various manual, mechanical, and data processing systems of the organization; assists in the coordination of all data processing activities for the analysis of gaming devices; will be responsible for testing slot machines and other electronic gaming equipment including computerized monitoring systems and internet gaming systems for compliance with New Jersey regulations and a determination of suitability for use in a New Jersey casinos; reviews may include a mathematical analysis, as well as computerized and manual tests; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) 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.

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.

RESUME NOTE: Eligibility determinations are based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, a cover letter indicating interest in job vacancy announcement #23-50 and current resume must be received before 5:00 PM on the closing date of February 8, 2023. Please submit resume and cover letter to:

Recruitment Coordinator
Division of Gaming Enforcement
1325 Tennessee Avenue
Atlantic City, NJ 08401

OR

Email: jobs@njdge.org

RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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.

