



## State of New Jersey

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*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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ERIN ZIPPEL  
*Chief Administrative Officer*

### September 12, 2023 NOTICE OF JOB VACANCY #23-569

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements indicated below:

**TITLE:** Manager 2, Information Processing

**SALARY:** \$105,492.72 to \$150,974.67

**LOCATION:** [Juvenile Justice Commission](#)  
Information Technology  
1001 Spruce Street Suite 202  
Ewing, NJ 08638

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision, organizes and directs the activities of an information processing installation or facility, having a total employee complement of 11 to 50, in support of a major agency, division or department. This installation must include at least two of the following functional elements: applications development and maintenance, operations production and control, database management, operating systems programming and maintenance; network management; or under the direction of a Manager 3, directs a major subelement (such as programming). Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/61619.htm](http://info.csc.state.nj.us/jobspec/61619.htm)

#### **REQUIREMENTS**

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

**EXPERIENCE:** Six (6) years of experience in work involving information processing feasibility studies, project management, and resource allocation in a multiplatform environment. Three (3) years of the required experience shall have been in a supervisory capacity, one (1) year of which involved supervising second-line supervisors or middle managers.

**NOTE:** Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

**LICENSE:** Appointee 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 will be 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.

**SPECIAL NOTE:** Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting CSC eligible list are subject to removal.

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

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-569 and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **September 26, 2023**.

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

