



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL

DEPARTMENT OF LAW AND PUBLIC SAFETY

DIVISION OF STATE POLICE

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Superintendent

December 18, 2023

NOTICE OF JOB VACANCY

#I&IT 01-23P

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Administrative Analyst 3, Information Systems

SALARY: \$78,926.30 - \$112,379.84 (4E ww)

LOCATION: Division of State Police
Identification & Information Technology
Information Technology
Enterprise Data Services
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under general supervision of the Enterprise Data Systems Unit Head, the Administrative Analyst 3, IS serves as a server administrator responsible for the optimal performance of the Division's application and database servers. This role will primarily serve as the system administrator for the Group Link Helpdesk solution. The Division employs multiple instances of this system, and the administration requires implementation, customization, maintenance, upgrade, and repair of any reported issues. In addition, this position is responsible for the monitoring of the Division's Microsoft SQL Server databases, ensuring they are running optimally. This includes the troubleshooting and escalation of any problems to the EDSU Database Administrators. The position requires in-depth knowledge of both Linux and Windows based operating systems, as well as a strong work knowledge of databases and networking concepts.

REQUIREMENTS

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.

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 will be based upon information presented in the 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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume to:

NJSPResumes@njsp.gov

-OR-

Lavonda Wright, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

This announcement will remain open until the vacancy has been filled.

The New Jersey Division of State Police 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. 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.



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