



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 064 - S	<b>ISSUE DATE:</b> May 9, 2025	<b>CLOSING DATE:</b> May 23, 2025
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<b>TITLE:</b> Manager 1, Information Processing	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Revenue & Enterprise Services	<b>TITLE CODE:</b> 61608 <b>RANGE:</b> & 32
<b>UNIT:</b> Security	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, 4th floor, Trenton, NJ	<b>SALARY RANGE:</b> \$102,944.26 - \$147,131.56

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue & Enterprise Services is seeking a Manager 1, information Processing to function as the Division's Chief Information Security Officer. Under general supervision, organizes and directs the activities of an information processing installation or facility. Manages personnel responsible for the Department of the Treasury's cyber security program covering units assigned to infrastructure such as end-point devices, network connections and servers, and software such as operating systems, databases and application program suites. Coverage includes on premises and Cloud based Information Technology (IT) resources. Plan and organize the work of the program and assign, supervise, and evaluate the work of subordinates; monitor progress of work and/or projects; install, monitor and maintain cyber security software and controls. Develops, implements and monitors a strategic, comprehensive Departmental information security and IT risk management plan. Develops and enhances an IT security framework that addresses the State's requirements as set forth in the Statewide Information Security Manual, while ensuring the framework is flexible enough to expand and incorporate proven improvements and innovations offered by third parties and the Office of Information Technology (OIT). Work directly with the Department's divisions to conduct security and risk assessments and to develop remediation plans for identified security gaps. Works productively with members of the cyber, physical security and information privacy communities, including OIT and the Office of Homeland Security and Preparedness (OHSP), to ensure consistent application of statewide policies, procedures and standards across all IT projects, systems and services offered by the Department. Communicate collaboratively with Departmental stakeholders to raise awareness of IT; security and risk management concerns/requirements, and to develop support for IT/risk coordinate and, where applicable, lead efforts to achieve compliance with required outside security regimes and implements safeguards. Performs other job related duties as required.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**Note:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**Education & Experience:** Nine (9) years of professional experience in work involving the development of application software and systems analysis and design in a multiplatform environment, two (2) years of which shall have been in a supervisory capacity.

-OR-

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

**Note:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

### IMPORTANT NOTES

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](https://nj.gov/labor/lwdhome/njfirst/NJFirst.html).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on May 23, 2025:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025- 064 - S Manager 1, Information Processing" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*