



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 084 - P	<b>ISSUE DATE:</b> August 14, 2025	<b>CLOSING DATE:</b> August 28, 2025
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<b>TITLE:</b> Information Technology Specialist	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Pensions and Benefits	<b>TITLE CODE:</b> 53262 <b>RANGE:</b> P21
<b>UNIT:</b> Management Information Systems (MIS)	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$64,340.11 - \$94,061.71

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits is seeking an Information Technology Specialist in its Management and Information Systems (MIS) to assist in providing the required support for the PBX switch in the newly implemented telephony system.

The selected individual will:

- Plan and install hardware upgrades for routers, switches and uninterruptable power supplies (UPS).
- Plan, configure, and troubleshoot telephony routers, PBX switches and uninterruptable power supplies (UPS).
- Provide assistance to infrastructure managers/technicians to troubleshoot and resolve telephony problems, monitor overall performance, and conduct upgrades as needed.
- Monitor performance of routers and switches and takes appropriate actions to tune and optimize as needed to maximize performance throughput, and minimize downtime.
- Check error logs and responds appropriately to errors logged by the various telephony & network devices (routers, switches, UPS, etc.).
- Maintain accurate and up-to-date documentation of all errors of high severity and action taken to correct the error.
- Create/update technical information documents (TID) on hardware installation procedures, corrective action procedures, etc.
- Develop, implement, and ensure adherence to system standards/procedures for the Division of Pensions and Benefits.
- Coordinate with NJOIT and other government agencies to ensure optimal use of the telephony equipment.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Education & Experience**

Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

**Note:** Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

**Note:**

A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

**Note:**

A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

**Special note on substituting experience for education:**

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Note:**

Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

### IMPORTANT NOTES

**Starting Salary:**

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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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](#).

**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 August 28, 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- 084 – P Information Technology Specialist" 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*