



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 045 - S	<b>ISSUE DATE:</b> April 22, 2026	<b>CLOSING DATE:</b> May 6, 2026
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<b>TITLE:</b> Database Analyst 1	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Pensions and Benefits	<b>TITLE CODE:</b> 53003 <b>RANGE:</b> P27
<b>UNIT:</b> Data Analytics	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$84,547.83 - \$124,365.93

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (DPB) is seeking a Database Analyst 1. Under supervision of the Data Architect 2 within the Data Analytics Unit, the incumbent will be responsible for the following:

- Study and evaluate the Division's business mission, strategies, and procedures, working closely with business stakeholders and internal/external business partners, responsible for analysis, developing, documenting, testing, implementing and maintaining efficient Extract, Transform, and Load (ETL) pipelines that integrate, transform, and load healthcare data from various sources into the data warehouse, ensure data is accurate, accessible, and properly processed and posted to the data warehouse with optimal structure for analysis and reporting
- Study and analyze the division's reporting needs, develop, build and test predefined reports, build the interactive dashboards and visualizations report application. Develop and test the reusable templates and data models for standardized reporting, also develop the ad-hoc report per request to support the division business needs and decision-making
- Monitor and maintain the data pipelines and database issues, investigate and resolve incidents related to data flow failures or system issues. Conduct routine data reconciliation with all data source partners to ensure the data accuracy and quality. Support the data audit requests
- Work with business partners to create, review and maintain the detailed technical documentation and system specifications for the data warehouse architect, data models, data processing, report application, and the operation manuals that are essential for project design, development, testing, implementation and maintenance for all Data Management solutions
- Support the user acceptance tests (UAT), help the business user to develop and define the test plan, coordinate testing sessions, and supporting issue resolution. Provide ongoing training to users on the data system and reporting tools, ensuring they are competent and confident in using the applications
- Present recommendations and reports to the Data Architect 2 and management, prepares project status documentation on weekly basis, and provides monthly status updates to the Pensions and Benefits Monthly Report for the Treasurer; ensure ongoing training on emerging new technology that will support the DPB data management system. Complete additional duties as needed.

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:** Graduation from an accredited college or university with an Associate's degree in Computer Science, Information Technology, or a closely related field.

**Experience:** Three (3) years of systems analysis, applications programming, design, systems programming and/or database administration or analysis experience in the data processing field, one (1) year of which shall have been in database design, analysis, and/or implementation.

**Note:** A general Bachelor's degree can be substituted for one (1) year of experience in systems analysis, application programming, design, systems programming, and/or database administration or analysis.

**Note:** A specific Bachelor's degree in Computer Science, Information Technology, or a closely related field can be substituted for two (2) years of experience in systems analysis, application programming, design, systems programming, and/or database administration or analysis.

**Note:** A Master's degree in Computer Science, Information Technology, or a closely related field may be substituted for three (3) years of experience in systems analysis, application programming, design, systems programming, and/or database administration or analysis.

**Special Note**  
**Substituting**  
**Experience for**  
**Education:** Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the operation of multi-tiered computer systems and work in the data processing support areas of reporting 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 or Information Technology received from or evaluated by an accredited institution of higher learning may be submitted with your application. Applicants must provide documentation from the accredited institution that clearly outlines the training course(s) that are acceptable and the corresponding number of credit hours for the training to be accepted. In-house courses (such as training provided on the job or through the appointing authority) will not be accepted.

### 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](#).

**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 6, 2026:**

- 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 "2026- 045 - S Database Analyst 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*  
Antoinette Sargent, Human Resource Officer

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