



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 105 - S	ISSUE DATE: August 12, 2026	CLOSING DATE: August 26, 2026
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TITLE: Administrative Analyst 4 Information Systems	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	TITLE CODE: 50076G RANGE: R29
UNIT: Office of Management Information Systems (MIS)	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$95,955.40 - \$141,386.20

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (DPB) is seeking an Administrative Analyst 4 Information Systems for the Office of Management Information Systems (MIS). Under the general supervision of a supervisory official within DPB, the incumbent will be responsible for the following duties:

- Responsible for analysis, consulting, coordination, design, testing, and security of all DPB applications developed, hosted, and maintained by both the Department of Revenue and Enterprise Services (DORES) and the New Jersey Office of Information Technology (NJOIT) application development teams.
- Monitors project plans and schedules for the application development teams at both Department of Revenue and Enterprise Services (DORES) and the New Jersey Office of Information Technology (NJOIT).
- Supervises staff within the MIS Unit and assigns and directs work activities; evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, demoting, and or disciplining of subordinates.
- Consults with MIS, DORES and NJOIT technical staff to analyze and assist in resolving complex production issues which include but are not limited to application interfaces and data, system integration, output and security.
- Directs and guides the assessment and monitoring of application performance and recommends/coordinates improvements and upgrades.
- Consults with, and makes presentations to DPB management, MIS staff and operational units' staff.
- Works with DPB staff to analyze, define and document business needs and requirements. Reviews this documentation with NJOIT and DORES Application Development teams.
- Develops requests for proposals, feasibility studies, and studies for the development of new systems and the modification of existing systems.
- Performs other related duties as assigned.

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:

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.

Eight (8) years of professional 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.

-OR-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management; and three (3) years of the above-mentioned professional experience.

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.
- 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 26, 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

(Please list the “**2026-105-S Administrative Analyst 4 Information Systems**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer