



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 042 - R	ISSUE DATE: April 21, 2025	CLOSING DATE: May 5, 2025
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TITLE: Administrative Analyst 3, Information Systems	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Office of Administrative Law	TITLE CODE: 50075G RANGE: P26
UNIT: Information Technology	WORKWEEK: NL (35 hours)
LOCATION: 33 Washington Street, Newark, NJ	SALARY RANGE: \$78,024.71 - \$111,000.80

THIS IS A REPOST OF POSTING #2025-042-S. CANDIDATES WHO RESPONDED TO 2025-042-S DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.

JOB DESCRIPTION

The New Jersey office of Administrative Law (OAL) is seeking an Administrative Analyst 3, Information Systems to work within their Information Technology Unit. Under general supervision, the position holder will assist in the development and maintenance of the technological advancement of the agency while having hands-on skill with the development of the new case tracking system, PEGA, which is in its final development stages. This includes assisting in design, configuration and recommendations for improved efficiency and effectiveness. The selected candidate will ensure software and hardware systems are up to date and in working order. Coordinate and justify software and hardware purchases by obtaining quotes, handling procurement paperwork and TSR's from state approved vendors in collaboration with OIT and OAL Fiscal.

The incumbent will assist in updating IT policies and procedures, investigating program issues, and recommending solutions. Assist in updating the Tactical Plan with OIT. Will meet with business vendors and OIT to review and discuss information technology needs and suggest solutions. Represent OAL in OIT meetings as needed to address IT concerns and initiatives. Monitor and maintain servers, security systems, and network infrastructure at the Newark location and assist in the development of risk plans. Ensure proper functionality of printers, photocopiers, and office equipment at the Newark location. Assist the IT personnel in maintaining and updating the OAL telephone system, VOIP. Works independently with minimal supervision and provides technical support, training, and guidance to team members as needed.

The incumbent will be required to travel to the Hamilton Township and Atlantic City offices on an as-needed basis.

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

Education & Experience:

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 two (2) years of the below mentioned professional experience.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the below mentioned professional experience.

-OR-

Seven (7) 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-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant 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 judgement and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

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 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 5, 2025:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 042 - R Administrative Analyst 3, Info Systems" 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