



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 058 - R	ISSUE DATE: September 11, 2026	CLOSING DATE: September 25, 2026
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TITLE: Administrative Analyst 3, Information Systems	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Purchase and Property	TITLE CODE: 50075G RANGE: P26
UNIT: NJ Start/Operations	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, 9th floor, Trenton, NJ	SALARY RANGE: \$83,582.01 - \$122,831.91

THIS IS A REPOST OF POSTING #2026-058-S. CANDIDATES WHO RESPONDED TO 2026-058-S DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Purchase and Property is seeking an Administrative Analyst 3, Information Systems. Under general supervision, the incumbent performs a broad range of data analysis and programming functions to support operational and management reporting. Duties include extracting, validating, and analyzing data from Oracle and SQL databases; developing and maintaining dashboards, statistical reports, and performance metrics using tools such as Power BI; and managing both recurring and ad-hoc reporting needs. The role involves conducting data quality checks, performing trend analysis, and producing analytical outputs that support program monitoring and decision-making.

The incumbent serves as the Division's primary technical representative and liaison with the Division of Revenue and Enterprise Services (DORES) on issues requiring technical escalation. This position supports major technology initiatives, including system modernization efforts, workflow automation platforms, and projects such as ServiceNow-CSM and SimpliGov. Additional responsibilities include assisting with special projects, troubleshooting operational issues, and providing coverage during staff absences.

Candidates must have experience with database queries, data validation, report development, and analytical methods. Familiarity with programming languages such as .NET, Java, or similar technologies is required, along with proficiency in SQL, Oracle environments, and data visualization tools. Strong analytical skills, attention to detail, and effective communication abilities are essential.

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.

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-

Possession of a bachelor's degree from an accredited college or university; and three (3) 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 two (2) years of the above-mentioned professional experience.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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 September 25, 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- 058 - R Administrative Analyst 3, Information Systems**” 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