



**POSTING NUMBER:** HR24-0232

**ISSUE DATE:** 11/25/2024

**TITLE:** Special Services (Hourly) Administrative Analyst 3, Information Systems

**CLOSING DATE:** 12/9/2024

**DIVISION / OFFICE / UNIT:** Codes and Standards / Bureau of Rooming and Boarding House Standards

**LOCATION:** 101 S. Broad Street, Trenton NJ

**SALARY RANGE:** \$60.76 per hour

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

The Division of Codes and Standards, Bureau of Rooming and Boarding House Standards, is seeking one part time employee for the position of Administrative Analyst 3, Information Systems, to assist with the project to transition the Bureau to a new licensing and inspection database within Microsoft Dynamics. Does other related information systems work as required.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**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 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....

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0232  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*