



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Information Technology Specialist

Posting Number: M&B-2023-41

Open to: General Public

Work Week: 35 (35-hour) Work Week

Salary: (P21) \$60,062.18 – \$85,033.08

Opening Date: 11/2/2023

Closing Date: 11/24/2023

Existing Vacancies: Three (3)

Program/Location

Department of Environmental Protection
Management & Budget
Information Technology
Bureau of Technology Support Services
401 East State Street
Trenton, NJ 08625

Department of Environmental Protection
Management & Budget
Information Technology
Bureau of IT Operations
401 East State Street
Trenton, NJ 08625

Please indicate Bureau in order of preference when applying

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

Specific to the Position:

Bureau of Technology Support Services (1 position):

Support of the Department's critical information technology (IT) resources and applications. Performs functions related to operations, maintenance and support of computing device hardware diagnostics including but not limited to personal computers (PC), portable devices, printers, and monitors. Performs telephone call center support, issue ticketing, status tracking, and customer status updates on a frequent basis. Supports Microsoft Windows, Google, Android, and other operating systems. Performs software installations, configuration and diagnostics. Performs computing system patch and firmware update. Researches system/device specifications, while trying to implement needed changes or problem resolutions. Travels to various locations within New Jersey to perform duties.

Bureau of IT Operations (2 positions):

Serves as the primary Database Administrator (DBA) for assigned database systems and backup DBA for systems covered by other DBA staff. Manages the Linux OS running the database servers and ensure appropriate patching levels for the OS and for Oracle, SQLServer, MariaDB and other RDBMS software. Creates scripts and SQL code to automate database functions and assist with data retrieval for reporting, daily use, and application development. Manages fault tolerance and backup implementation. Manages resource allocation among multiple database servers to ensure efficient utilization of resources and adherence to licensing terms for utilized software and applications. Tests and advises on database version upgrades and provisioning of testing and development databases as necessary.

Preferred Skill Set: Bureau of Technology Support Services:

Education in IT and/or computing systems, experience in Microsoft Office 365 diagnostics, batch file script writing, PowerShell script writing, Microsoft System Center Configuration Manager (SCCM), RAID configuration, computer networking, and Active Directory. Excellent customer service skills, previous telephone call center support experience, and delivering IT support to a large-scale organization is preferred.

Bureau of IT Operations:

Experience in Oracle RDBMS, Microsoft SQL Server, MySQL/MariaDB and/or other enterprise RDBMS solutions, knowledge of Structured Query Language (SQL) and advanced database management concepts as well as familiarity with Windows Operating System and Linux.

Requirements

Education: Graduation from an accredited college or university with an Associate degree in Computer Science or Computer/Information Technology.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

NOTE: Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

NOTE: A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

NOTE: A general Bachelor's degree from an accredited college or university may be substituted for the Associate degree.

SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control 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/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

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 the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), [Personal Relationship Disclosure Statement](#) and Bureau preference order by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

[Please tell us how you heard about this position](#)

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.