



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Software Development Specialist 1 [Classified Non-Competitive]</b>			Salary <b>P21 \$58,031.09 - \$82,157.57</b>
Posting Number <b>405-23</b>	Position Number <b>923536</b>	Number of Positions <b>1</b>	Posting Period * From: <b>05/18/2023</b> To: <b>06/01/2023</b>
Location: <b>Division of Management and Administration Office of Health Information Technology 55 North Willow Street, 2nd Floor, Trenton NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Performs the administrative duties of a software development specialist, supporting various projects throughout the software development life cycle evaluating both the agile and waterfall methodologies where appropriate. Supporting the Project Management Office (PMO) in the research and evaluation of new software products. The software development specialist will be responsible to support assigned projects through the continual evaluation of project health, risks and issues that may arise, in the following job duties/roles:</p> <ul style="list-style-type: none"> <li>• Supports Program and Infrastructure managers on budget / grant proposals, project proposals, and any technology-related needs / work</li> <li>• Proactively identifies technology projects that require risk mitigation and additional resources</li> <li>• Supports PMO supervisors in determining the priority level, resources needed, and scope of projects</li> <li>• Working with multiple divisions to help PMO supervisors in reviewing budget requests and allocate resources appropriately</li> <li>• Reviews project performance, including completion of key milestones in the targeted timeline</li> <li>• Identifies program areas requiring further attention and escalating to appropriate stakeholders</li> <li>• Provides support to projects to diagnose and fix issues to ensure the achievement of project milestones</li> <li>• Develops reports to update key stakeholders on the status and outcomes of projects</li> </ul> <p>This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> One (1) year of programming, systems programming or computer analysis experience.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in an information technology field will substitute for the required experience.</p> <p><b>LICENSE:</b> 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.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHIT@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #405-23 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p style="text-align: right;"><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*
  - **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 visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*