



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR23-0103

ISSUE DATE: 5/25/2023

TITLE: Administrative Analyst 3, Information Systems

CLOSING DATE: 6/15/2023

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Project Management Office

LOCATION: 101 South Broad Street, Trenton, NJ 08625

SALARY RANGE: P26: \$72,836.90 - \$103,620.41

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Under direction of supervisory official, recommends and/or reviews recommendations for enhancements or new systems, application software, or services to improve production or workflow and to meet current and future business needs. Coordinates and/or participates in the gathering and development of business and user requirements. Coordinates and develops daily deliverables, participates in preparation of training and instructional manuals and system training sessions. Plans, Conducts, and Coordinates testing activities for new or enhanced systems, maintains the development of project management planning and confers with department personnel to analyze current operational procedures. Prepares various standard and ad-hoc reports for business units and IT. Prepares and Coordinates other essential business documentation as required to serve the business needs of the division. Experience using Geographic Information Systems (GIS) to add layers and extract data used to apply a varying of analysis methods to arrive at results, will be preferred.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of 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.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

**SPECIAL TRAINING:** NA

**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.

**ADDITIONAL NOTES: 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 to [resumel@dca.nj.gov](mailto:resumel@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

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

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**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  
HR23-0103  
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*