



Philip D. Murphy
Governor

Sheila Y. Oliver
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Allison Chris Myers
Acting Chair/Chief Executive Officer

JOB OPPORTUNITY

Posting Issued: March 1, 2023

Closing Date: March 24, 2023

Title: Information Technology Specialist

Vacancies: 1

Salary: \$58,031.09 - \$82,157.57

Hours of work: 9:00 a.m. – 5:00 p.m. (35 hour)

Location: Civil Service Commission
Division of Information Technology Service
44 S. Clinton Avenue
Trenton, NJ 08625

DESCRIPTION OF POSITION:

Under direct supervision in a state department, agency, data center, assists in at least one of the following areas: the design and preparation of 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:

- Helpdesk Operations support to the end users by resolving technical hardware and software problems – both on-site and remote.
- Perform the installation of desktop hardware, software and other devices.
- Assist Network team in trouble-shooting network related issues.
- Provide access to mainframe systems for both CSC, state and appointing authorities.
- Revise the web content for greater usability and easier maintenance.
- Monitoring Training Room reservation requirements/set-ups and trouble-shoot IT issues.
- Provide telecommunications support for CSC: analog, VoIP and mobile.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

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

- 1+ year(s) of experience as an IT support person

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 multi-programming 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.

Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation 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.

THE IDEAL CANDIDATE WILL ALSO HAVE:

Ability to work in a fast-paced environment, recognize and react to changing business needs and effectively prioritize tasks.

Must be self-motivated and able to work both independently and in conjunction with team members and business units. Enthusiasm and flexibility to work on a variety of projects are necessary, as well as the ability to rapidly acquire new domain familiarity.

Ability to meet deadlines, identify issues and resolve with minimal direction.

Ability to analyze, document and validate software requirements.

Ability to speak and write clearly and succinctly in a variety of communication settings and styles.

NOTE:

*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 , or call CSC at (833)691-0404.

**Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:

Bev Hamilton, Manager, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625 or hrrsupport@csc.nj.gov