



# NEW JERSEY DEPARTMENT OF HEALTH

## NOTICE OF VACANCY

*State of New Jersey*

***The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.***

Title <b>Information Technology Specialist [Unclassified]</b>			Salary <b>P21 - \$60,062.18- \$85,033.04</b>
Posting Number <b>A112-24</b>	Position Number <b>933759</b>	Number of Positions <b>1</b>	Posting Period * From: <b>2/7/2024</b> To: <b>2/21/2024</b>
Location: <b>Behavioral Health Services 25 S. Stockton Street 2nd Floor Trenton, New Jersey 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>As an IT Specialist, you will play a crucial role in ensuring the smooth operation of our central office and healthcare facilities by providing technical support to end-users. Your responsibilities will include troubleshooting and resolving issues related to homegrown healthcare applications, Microsoft Office, computers, printers, scanners, and other peripherals. You will be the go-to resource for resolving technology-related problems and ensuring that our healthcare professionals can focus on delivering exceptional patient care.</p> <p><b>Key Responsibilities:</b>          Provide technical support for our homegrown healthcare applications, addressing user issues promptly and effectively.          Assist end-users with Microsoft Office Suite applications, ensuring seamless document creation, editing, and collaboration.          Diagnose and resolve computer hardware and software issues to minimize downtime and maintain optimal workflow.          Configure, maintain, and troubleshoot printers, scanners, and other peripherals, ensuring efficient operations.          Oversee the setup, configuration, and maintenance of various peripherals, including keyboards, mice, monitors, and audio devices.          Collaborate with cross-functional teams to escalate and resolve complex technical issues, contributing to a collaborative work environment.          Maintain detailed documentation of support requests and resolutions for reference and reporting.          Conduct technology training sessions for end-users to enhance their proficiency and problem-solving skills.          Ensure compliance with healthcare data security and privacy regulations, such as HIPAA, to protect sensitive patient information.</p> <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></p> <p>Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.</p> <p><b>EXPERIENCE:</b></p>			



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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's 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.

## **IMPORTANT FILING INSTRUCTIONS**

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTBHS@doh.nj.gov**
- Mail the required documents to:  
**Karen Muzzarelli, Executive Assistant 3**  
**Behavioral Health Services**  
**Reference Posting #A112-24**  
**New Jersey Department of Health**  
**PO Box 360**  
**Trenton, NJ 08625-0360**

## **Required documents:**

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(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.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**