



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 049 - P	ISSUE DATE: April 7, 2025	CLOSING DATE: April 21, 2025
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TITLE: Assistant Division Director	OPEN TO: General Public
FUNCTIONAL TITLE: Technology Officer	TITLE CODE: 64280 RANGE: M98
UNIT: Police & Firemen's Retirement System of NJ	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton NJ	SALARY: Commensurate with education and experience

JOB DESCRIPTION

The Police & Firemen's Retirement System of New Jersey (PFRSNJ) provides comprehensive retirement benefits and services to New Jersey's police officers and firefighters, ensuring financial security through prudent management, transparent communication, and a commitment to excellence and legal and fiduciary compliance.

PFRSNJ is seeking a Technology Officer to develop, implement, and maintain innovative IT solutions that enhance the efficiency, security, and accessibility of pension fund management. This position will oversee the Information Technology Unit, actively managing, meaning hands-on, and maintaining all aspects of the PFRSNJ information technology network. Plans and organizes the work of the unit and assigns, supervises, and evaluates the work of subordinates. Supervises and mentors subordinate staff in all areas of PFRSNJ IT operations including but not limited to network administration, desktop support, Microsoft 365 Exchange, and email file share support in accordance with State policies and procedures. Lead the planning and installation of software updates and patches to network operating systems, server-based applications, and centralized services. Coordinates with OIT, DORES, and third-party vendors for hardware/software issues. Collaborates with OIT and DORES interfacing with existing applications and systems, ensuring compatibility, and ensuring secure access. Trains and mentors IT staff on best practices regarding security, hardware maintenance, and software applications issues. Reviews, develops, and implements PFRS IT policies and procedures. Recommends personnel actions such as hiring, firing, promoting, or disciplining employees. Ensures availability of centralized, decentralized, and remote network services including, but not limited to file service, printing, email, Microsoft Office, remote access, and internet connectivity. Manages on-premises or cloud-based servers (Active Directory, file servers, email servers). Performs data backups and ensuring disaster recovery plans are in place. Performs basic cybersecurity maintenance, such as updating anti-virus software. Manages user access and permission to IT resources. Sets up new user workstations, including user profiles and email accounts. Performs other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Ten (10) years of professional experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (physical, intellectual, or developmental disability, juvenile offenders, socially/economically disadvantaged, etc.), three (3) years of which shall have been in a supervisory capacity.

OR

Ten (10) years of professional experience as an administrator responsible for planning, budgets, and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

OR

Possession of a master's degree from an accredited college or university in a field relevant to the position; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 21, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 049 - P Assistant Division Director" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer