



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: January 30, 2025

CLOSING DATE: February 13, 2025

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):
 () STATEWIDE (STATE EMPLOYEES ONLY):
 (X) GENERAL PUBLIC

TITLE: Senior Executive Service

POSTING # 2025-005

FUNCTIONAL TITLE: Director, Executive System Support

TITLE CODE: 90752

NUMBER OF POSITIONS: 1

SALARY: M98-Commensurate with Experience

HOURS OF WORK: 8:00 a.m. – 4:00 p.m.

LOCATION: NJ Office of Information Technology
 Executive System Support
 125 W. State Street
 Trenton, NJ 08625

The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act," which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.

DESCRIPTION OF THE SPECIFIC POSITION: Under direction of the Chief of Staff (COS) for the NJ Office of Information Technology, and the Director of Administration at the Governor's Office. This Senior Executive Service position exercises substantial managerial, policy-influencing, and policy-executing responsibilities overseeing the Executive Support Systems Help Desk unit within the Governor's Office. Provides managerial leadership and strategic direction necessary to achieve mission-critical reforms and advances in policy influence, governance, and administration information, resource protection and stability. Oversees the development of the Executive Support Systems objectives and functions. Directs and participates in acquisition and growth activities to support the CTO's objectives and plans through innovation and information sharing, ensures future growth and sustainability of the state's technology investments. Directs the operations to meet budget and other financial goals. Researches and implements appropriate strategies to achieve the organizational goals and monitors' progress. Identifies problems in the administration and coordination of NJOIT programs and services; works collaboratively with internal teams to implement recommended corrective actions for resolution. Travel may be required.

DEFINITION: The Senior Executive Service (SES) Classification is composed of those positions in New Jersey State Government with managerial, policy executing, and/or policy influencing responsibilities. SES positions are designated by the departments, with the advice and consent of the Commissioner of Personnel and approved by the Merit System Board. These positions have significant influence on the department's/agency's direction, mission, priorities, major goals and objectives and, most commonly, have significant control over substantial resources and/or responsibility for a major program operating organizational unit. SES positions may report to other SES or unclassified positions at an equal or higher level.

The assignment of positions to specific levels of SES should reflect the levels reached by the Career Service within the department, as well as the degree and level of policy influence and execution SES will represent.

Influence means the access a member of the SES has to those who set policy for the operation of state government. Access, in turn, is conditioned upon the ability to research and articulate various policy options and their implications. Further, influence is enhanced by the ability to weigh and recommend the best all around alternative(s).

Execution means accountability and responsibility for resource management, including physical, fiscal, and human resources.

REQUIREMENTS:

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful. Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and Creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

Specific requirements may be waived by the Commissioner of Personnel with sufficient justification.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course - by - course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 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. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

As a condition of employment with NJOIT a background inquiry will be conducted. Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

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, option #3.

Electronic Filing: Applicants are encouraged to file electronically. Forward your NJ Application for Employment, resume, letter of interest, and unofficial transcript OR foreign degree evaluation to recruiter4@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward your NJ Application for Employment, resume, letter of interest and unofficial transcript OR foreign degree evaluation (including posting #2025-005) to:

Heather Pursell, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, NJ 08625



Authorized by: _____

Lisa Blauer, Chief of Staff