



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Information Technology Specialist [Classified Non-Competitive]</b>			Salary <b>P21 \$58,031.09 - \$82,157.57</b>
Posting Number <b>232-23</b>	Position Number <b>104681</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/17/2023</b> To: <b>03/31/2023</b>
Location: <b>Office of the Chief State Medical Examiner 120 So. Stockton Street, 3rd Floor, Trenton</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

The Office of the Chief State Medical Examiner (OCSME) is seeking a candidate to work with their OCSME IT Director to assist with designing systems to facilitate the acquisition and reporting of OCSME proprietary data, using modern state of the art tools such as React, Power BI, Tableau and Python and design tools and workflows around applying mobile Digital Forensics technologies to Medicolegal Death Investigations and make recommendations regarding their use and application paradigm. The selected candidate will also develop processes and procedures for the digitization of all historical Case Management System (CMS) files to create a paperless office powered by the MedexCMS analytical database and will also support the OCSME partner agencies (e.g. Law and Public Safety, Office of Attorney General, etc.) with timely access to statistical data, analytics and real-time reports and perform network/administration and deskside technology support for OCSME users in the Central, Northern and Southern Regional offices. Additional responsibilities may also include, but not be limited to, performing frontline user support for the MedexCMS users in the 21 county offices, to include resetting passwords and troubleshooting problematic CMS case workflow as well as work with vendors to ensure timely accurate support of propriety systems, including Medical grade equipment and Toxicology management systems.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** 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:

***PSTSME@doh.nj.gov***

- Mail the required documents to:

**Jill Velez, Administrative Analyst 3  
Office of the State Medical Examiner  
Reference Posting #232-23  
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.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *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.*
- *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.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *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.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **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.*
- **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.*