

Notice of Vacancy

Reference Number: DOE-034-24

Title: Planning Associate 2 (Computer Applications and Systems Design)
(Sys Ops Administrator)

Range/Title Code: P28/72624D

Salary: \$82,643.36 - \$117,769.55

Position Number: 652205

Issue Date: May 7, 2024

Closing Date: June 5, 2024

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Administrative Services, Office of Information Technology

Description

Under direction of a supervisor in the Office of Information Technology, develops and maintains department databases and computerized systems; participates in planning the design, programming, and implementation of information systems; develops education programming by conducting analyses and evaluation of education programs, surveys, needs assessment, and related research; establishes, maintains, and evaluates program and fiscal data related to state and federal formula aid and discretionary grant applications and allocations; performs mandated regulatory functions; is knowledgeable in and works with independence in areas of assignment; and performs other related work as required.

Key responsibilities include: managing and maintaining the company's Salesforce and AWS platforms for optimal performance, security, and user satisfaction; performing regular system audits, data cleansing, and data migration tasks; creating and managing custom objects, fields, formulas, validation rules, workflows, and process builder flows in Salesforce; developing and maintaining reports, dashboards, and list views for various stakeholders; providing training and support to end-users on Salesforce best practices and features; monitoring and optimizing AWS resource utilization; ensuring proper backup and disaster recovery strategies; configuring and maintaining AWS services such as EC2, RDS,

S3, Lambda, and API Gateway; and collaborating with development and operations teams to ensure seamless deployment and management of applications on the AWS platform.

Requirements

Education

Graduation from an accredited college or university with a Master's degree in Educational Administration, Public Administration, Computer Science, or a related field.

Experience

Four (4) years of experience in system design and computer programming on a mainframe or a PC LAN environment.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credit being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

Preferred Education/Experience

Five (5) years of experience in software development or system administration with emphasis on .Net/Java/Salesforce/AWS, and experience working with compliance data.

Open to the Following

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website info.csc.state.nj.us/jobspec/72624D.htm.

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

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: nj.gov/csc/same/overview/index.shtml, email: CSC-Same@csc.nj.gov, or call the Civil Service Commission at (609)-292-4144, option 3.

EOE/AA Statement

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.