njoit

New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: September 21, 2023 **CLOSING DATE: October 5, 2023**

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

TITLE: Software Development Specialist 1, OIT **POSTING # 2023-119**

TITLE CODE: 10237C **NUMBER OF POSITIONS: 1**

SALARY RANGE: P21 $58,031.09 - $82,157.57 **HOURS OF WORK: 8:00 a.m. – 4:00 p.m.**

LOCATION: NJ Office of Information Technology
             Application Development
             Business & Community Unit
             300 Riverview Plaza
             Trenton, NJ 08625

If you previously applied to posting #2023-012, there is no need to apply to this posting

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.

SPECIFIC TO THE POSITION: This position will be asked to conduct the day-to-day administrative and maintenance tasks for the ADABAS DBMS including, but not limited to, installations/upgrades of all ADABAS and Natural related software products on both mainframe and PC platforms; provides assistance and expertise to application developers in support of NJ's large, state-wide ADABAS/Natural applications; communicates with a wide range of users and developers in resolving application-related issues. The position also analyzes, develops, documents, and recommends methodologies or procedures regarding productivity/efficiency improvements, as well as consults with senior staff, systems programmers and application developers as required and provides off hour support, if needed, for all ADABAS/Natural related production issues. Preference will be given to candidates with strong analytical and written communication skills with the desire and ability to learn highly technical information.

DESCRIPTION OF POSITION: Under the close supervision and monitoring of a supervisory official in the Office of Information Technology, performs routine analysis, maintenance, programming, and support work on modules of existing systems; may develop web applications or websites; does other related duties as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of programming, systems analysis or computer analysis experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in an Information Technology field may be substituted for one (1) year of the indicated experience.

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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES
AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation 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/StateList.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.

Electronic Filing Applicants are encouraged to file electronically. Forward **your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** to **recruiter1@tech.nj.gov** **Include the posting number in the subject line**.	**Alternate Filing:** If unable to file electronically, applicants may forward **your resume, cover letter unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** (including posting #2023-119) to: Heather Pursell, Manager, Human Resources Office of Information Technology 300 Riverview Plaza, 4th Floor P.O. Box 212 Trenton, New Jersey 08625-0212

Authorized by: _____

Lisa Blauer, Chief of Staff