



New Jersey Office of Information Technology

## **NOTICE OF JOB VACANCY**

**ISSUE DATE:** June 10, 2024

**CLOSING DATE:** June 24, 2024

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

**TITLE:** Information Technology Specialist

**POSTING #** 2024-061

**TITLE CODE:** 53262

**NUMBER OF POSITIONS:** 1

**SALARY RANGE:** P21 \$60,062.18 - \$85,033.04

**LOCATION:** NJ Office of Information Technology  
              Executive System Support  
              Governor's Office  
              125 W State Street  
              Trenton, NJ 08625

**HOURS OF WORK:** 9:00 a.m. – 5:00 p.m.

***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 direct supervision provide remote and in-person IT support to troubleshoot and address software, hardware and network configuration issues within a Microsoft Windows and Macintosh OS X environment. Perform basic configuration setup and troubleshooting of desktop computers, mobile devices, and other IT peripherals. Helps deploy and maintain desktop computing infrastructure, including IT resources in faculty and staff offices. Assists in the routine administration and maintenance of IQ (Intranet Quorum) database for the Governor's Office. Create new and/or delete user accounts and profiles according to organization requirements. Create various constituent mailings according to requirements. With vendor assistance, create customize reports for OCR and QNG account sand update workflow and keyword rules to route emails to staff members that handle specific departments, agencies, and commissions. Escalate server related issues to vendor and/or server admins. Assist in routine request for remote connection via VPN and/or GoToMyPC for the Governor's Office staff. Assists with OPRA request by utilizing Microsoft e-Discovery. Follow established service desk procedures and practices to effectively resolve or escalate issues and document troubleshooting and resolutions in ticketing system/knowledge base. Ability to lift and move computer equipment to assist in the routine deployment of desktops and laptops, including IT resources as needed at the Governor's Office, Lieutenant Governor's Office, Governor's Disaster Recovery Office, Office of Employee Relations, Drumthwacket, and additional offices in the Newark, NJ, and Washington, DC area. May perform other related Service Desk Administration Duties. Candidates must be able to lift 50 lbs. Travel is required.

**DEFINITION:** Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

**REQUIREMENTS:**

**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.

**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/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](mailto: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](mailto: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 #2024-061) to:

Heather Pursell, Manager, Human Resources  
Office of Information Technology  
300 Riverview Plaza, 4<sup>th</sup> Floor  
P.O. Box 212  
Trenton, New Jersey 08625-0212

Authorized by: \_\_\_\_\_



Lisa Blauer, Chief of Staff