



Administrative Analyst Information Technology

New Jersey Office of the State Comptroller

Unclassified Administrative Analyst 2 - Salary Range: P21 - \$60,062.18-\$85,033.04

Unclassified Administrative Analyst 3 - Salary Range: P26 - \$75,386.19-\$107,247.18

Eligible for remote work 2 days per week

Opening Date: 5-16-2024 & Closing Date: 6-15-2024

About the Office:

The Office of the State Comptroller (OSC) is an independent State agency that oversees the Executive Branch of state government. Our mission is to make government in New Jersey more efficient, transparent and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

OSC seeks a professional, motivated information technology specialist to provide technical support, oversee upgrades, implement new technologies and software, troubleshoot issues, train users, and provide excellent internal customer service. This position will work collaboratively with other division on all IT-related aspects of their work to promote government transparency and accountability. *Based on the level of experience, successful candidates will be placed in either an Administrative Analyst 2 or Administrative Analyst 3 title.*

Responsibilities:

- Provide effective and timely assistance and support to the office on all IT-related matters.
- Provide updates, training, and guidance to OSC staff concerning the use of computer software.
- Work collaboratively with other divisions on IT-related aspects of projects and audits.
- Responsible for coordination and upgrades to OSC's website, Sandy website, and intranet.
- Coordinate the establishment of new employee accounts and account separations for OSC staff.
- Handle the purchase of computer software applications and hardware to support the work of the office.
- Stay abreast of IT-related initiatives and policies.
- Assist with the posting of materials on OSC's website.
- Perform other duties and special projects, as assigned.

Requirements:

- Applicants must meet one of the following or a combination of both experience and education:
 - Possession of a bachelor's degree from an accredited college or university.
 - Two (2) years of professional experience involving information technology or a related field.

OR

 - Possession of a master's degree from an accredited college or university.
 - One (1) year of professional experience involving information technology or a related field.

OR

 - Six (6) years of professional experience involving information technology or a related field.

The ideal candidate will have the following skills and experience:

- Excellent written and verbal communication skills

- Proficient with Windows 10/11, Microsoft Office 365, Microsoft Power Apps, and Microsoft Sharepoint
- Helpdesk support and root cause analysis
- Network and database management
- VOIP and Print management

Interested candidates should submit a cover letter, resume and three references to:

Shama Nix
Office of the State Comptroller
P.O. Box 024 Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.

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. 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.