



New Jersey Office of Information Technology

## **NOTICE OF JOB VACANCY**

**ISSUE DATE:** January 19, 2023

**CLOSING DATE:** February 2, 2023

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

**TITLE:** Software Development Specialist 1, OIT

**POSTING #** 2023-008

**TITLE CODE:** 10237C

**NUMBER OF POSITIONS:** 2

**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  
SimpliGov Office  
300 Riverview Plaza  
Trenton, NJ 08625

*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:** As a member of the NJOIT SimpliGov team, this position codes and unit tests software components based upon detailed specifications developed by other members of the SimpliGov team, NJOIT citizen developers, or NJOIT project managers or business analysts. The position prepares test data for unit and integration testing, conducts integration testing following a pre-defined test plan, and maintains production workflows and processes as necessary. The position develops and maintains program documentation while also testing and validating functionality and performance of workflows/processes. The position carries out routine debugging of problems following defined procedures, provides technical support to end users, and maintains current knowledge of the NJOIT SimpliGov application. The position supports development of standardized Application Programming Interfaces (APIs) between the SimpliGov application and other existing data sources and applications. The position supports implementation of standardized document transfer and retention practices into existing and new workflows. Knowledge of CSS, PowerBI, SQL (Structured Query Language) and SQL DB concepts are a plus.

**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>

**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 #2023-008) 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