



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	201-24	<b>ISSUE DATE:</b>	4/29/2024	<b>CLOSING DATE:</b>	5/13/2024
<b>TITLE:</b>	Information Technology Specialist				
<b>LOCATION:</b>	Division of Mental Health and Addiction Services Office of Information Systems 5 Commerce Way Hamilton, NJ 08691	<b>RANGE:</b>	P21		
		<b>SALARY:</b>	\$60,062.18 - \$85,033.04		
		<b>UNIT SCOPE:</b>	K950		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	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.				
<b>NOTE:</b>					
<b>REQUIREMENTS</b>					
<b>EDUCATION:</b>	Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.				
<b>EXPERIENCE:</b>	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.				
<b>NOTE:</b>	<b>Note:</b> 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).				
	<b>Note:</b> A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.				
	<b>NOTE:</b> A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.				
<b>NOTE:</b>	<b>SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION</b>				
	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.				
	<b>NOTE:</b> 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.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing. trecis				

**NOTE:**

\* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.  
\* Telework: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.  
\* 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: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov) , or call 609-292-4144, option 3.

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: [DHS-HRAdmin.Resumes@dhs.nj.gov](mailto:DHS-HRAdmin.Resumes@dhs.nj.gov)

You must include the Job **Posting #**, and **Last Name** in the subject line of your email. **Example: (123-22, Smith)**

**New Jersey Department of Human Services is an Equal Opportunity Employer**