



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: May 17, 2024

CLOSING DATE: May 31, 2024

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

TITLE: Administrative Analyst 2, Information Systems

POSTING # 2024-049

TITLE CODE: 50073F

NUMBER OF POSITIONS: 1

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

LOCATION: NJ Office of Information Technology
Data Center & Facilities
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: 8:30 a.m. – 4:30 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.

****PLEASE NOTE: Open to New Jersey State employees with permanent status in a competitive title who meet the requirements listed below as a promotional/lateral opportunity, subject to current promotional/hiring restrictions**

DESCRIPTION OF THE SPECIFIC POSITION: This position will support the Office of Information Technology's Disaster Recovery (DR) Team with maintaining BIAs (Business Impact Analysis) and MEFs (Mission Essential Functions) for both OIT and agency systems. Provide backup support for SAR (System Architecture Review) meetings and document results. Assist with DR exercises, updating and maintaining DR documentation for OIT. Work with all functional units within OIT and agency partners with developing strategic DR Plans and performing annual document reviews. Assist with scheduling and leading meetings and collaborating with internal and external IT Operation teams. In addition, this position will work with the DR Team Lead to assist with maintaining the DR Team's Essential System Tracking content. Good written and verbal communication skills.

DEFINITION: Under limited supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a state department or agency, assists in the analysis and evaluation of internal operations, business practices, methods, and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives. Assists in the evaluation of users' needs and recommends IT solutions; does other related duties as required.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Master's degree in Public Administration, Business Administration, Computer Science, Information technology, Software Engineering, Information Security, Network administration, or Database Management; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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>

<p>Electronic Filing Applicants are encouraged to file electronically. Forward your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for employment to recruiter1@tech.nj.gov Include the posting number in the subject line.</p>	<p>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 #2024-049) to: Heather Pursell, Manager, Human Resources Office of Information Technology 300 Riverview Plaza, 4th Floor P.O. Box 212 Trenton, New Jersey 08625-0212</p>
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Authorized by: 

Lisa Blauer, Chief of Staff