



New Jersey Office of Information Technology

## **NOTICE OF JOB VACANCY**

**ISSUE DATE:** November 18, 2020

**CLOSING DATE:** December 3, 2020

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

**TITLE:** Software Development Specialist 2, OIT

**POSTING #** 2020-043

**TITLE CODE:** 10236C

**NUMBER OF POSITIONS:** 1

**SALARY RANGE:** P26 \$68,635.84 - \$97,643.83

**HOURS OF WORK:** 8:00 a.m. – 4:00 p.m.

**LOCATION:** NJ Office of Information Technology  
Applications & Customer Service Division  
Business & Community  
300 Riverview Plaza  
Trenton, NJ 08625

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

**SPECIFIC TO THE POSITION:** Provisions and maintains the State's Secure Enterprise File Transfer Applications for an efficient file delivery service. Coordinate hardware, software, and service deliverables to State of New Jersey Agencies and their clients. Assist with the existing conversion process from DataMotion workflows/AdHoc Accounts to MOVEit TASKS/AdHoc Accounts, prepare documentation, and coordinate meetings. Applicants must possess excellent communication skills to effectively troubleshoot/resolve client's issues when communicating with our Clients and Vendors. The applicant must have a working knowledge of the File Transfer Process/Networking/Remote Desktop/Application Configuration/Firewalls/Security Policies and Standards to effectively maintain the application. Knowledge of SQL databases is a plus. Having knowledge of SQL Reporting is a plus.

**DESCRIPTION OF POSITION:** Under limited supervision, performs analysis, consulting, design, programming, maintenance, troubleshooting and/or support work on software for State or Local government Information Technology services; participates in the resolution of complex problems through consultation with higher-level technical staff; may coordinate projects and serve as a technical mentor/coach to lower level staff; may develop web applications on websites; does other related duties.

### **REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years 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 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-633\\_5-29-20.pdf](https://nj.gov/it/docs/eo/DPF-633_5-29-20.pdf)

**Electronic Filing:** Applicants are encouraged to file electronically. Forward your NJ Application for Employment, resume, cover letter, and **unofficial transcript OR foreign degree evaluation** to [recruiter4@tech.nj.gov](mailto:recruiter4@tech.nj.gov) **Include the posting number in the subject line.**

**Alternate Filing:** If unable to file electronically, applicants may forward your NJ Application for Employment, resume, cover letter, and **unofficial transcript OR foreign degree evaluation (including posting #2020-043)** 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