



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: July 16, 2021

CLOSING DATE: January 16, 2022

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

TITLE: Administrative Analyst 3, Procurement

POSTING # 2021-077

TITLE CODE: 50075D

NUMBER OF POSITIONS: 1

SALARY RANGE: P26 \$70,008.56 - \$99,596.69

HOURS OF WORK: 8:00 a.m.-4:00 p.m.

LOCATION: NJ Office of Information Technology
Financial Management Directorate
Procurement
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.**

DEFINITION: Under general supervision of an Administrative Analyst 4, Procurement or other supervisory official in a state department, institution, or agency, assists in the review and analysis of procurement transactions, proposals, goods, commodities, or services, to ensure efficient and effective procurement; does related work as required.

REQUIREMENTS:

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

EXPERIENCE: Three (3) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of 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 recruiter4@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 #2021-077) to:

Heather Pursell, Manager, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212



Authorized by: _____

Lisa Blauer, Chief of Staff