



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: December 4, 2018

CLOSING DATE: December 18, 2018

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

TITLE: Manager 2, Information Processing

POSTING # 2018-074

TITLE CODE: 64777

NUMBER OF POSITIONS: 1

SALARY RANGE: M34 \$79,246.26 - \$110,956.98

HOURS OF WORK: 8:30 a.m. – 4:30 p.m.

LOCATION: NJ Office of Information Technology
Application Development Division
Business & Community Unit
300 Riverview Plaza
Trenton, NJ 08625

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

SPECIFIC TO THE POSITION: Thorough knowledge of business and community related IT systems. Oversees, supports, and directs teams in charge of multiple systems such as eCATS, HRIS, OPRA, PMIS, TALRS, Exams, UEZ Certification Application, JAMS, CRB, Salesforce, ePayment, AIMS, CBVI, Telephone Rewrite, TIPS, Mainframe DBAs, Gov_Trans_Appl, GOV_APPT, and OIT Unified System. Responsible for effective communication between subordinate groups to ensure proper production and efficiency.

DESCRIPTION OF POSITION: Under general supervision, organizes and directs the activities of an information processing installation or facility, having a total employee complement of 11 to 50, in support of a major agency, division or department. This installation must include at least two of the following functional elements: applications development and maintenance, operations production and control, database management, operating systems programming and maintenance; network management; or under the direction of a Manager 3, directs a major subelement (such as programming).

REQUIREMENTS:

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

EXPERIENCE: Six (6) years of experience in work involving information processing feasibility studies, project management, and resource allocation in a multiplatform environment. Three (3) years of the required experience shall have been in a supervisory capacity, one (1) year of which involved supervising second-line supervisors or middle managers.

NOTE: Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

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: <http://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

As a condition of employment with NJOIT a background inquiry will be conducted.

The NJ Application for Employment can be found at: <http://www.nj.gov/it/docs/eo/DPF-663.pdf>

Electronic Filing: Applicants are encouraged to file electronically. Forward your NJ Application for Employment, resume, letter of interest, and **unofficial transcript OR foreign degree evaluation** to 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, letter of interest and **unofficial transcript OR foreign degree evaluation (including posting #2018-074)** to:

Heather Pursell, Personnel Assistant 1, Human Resources
Office of Information Technology
300 Riverview Plaza, 4th Floor
P.O. Box 212
Trenton, New Jersey 08625-0212

Authorized by:


Lisa Blauer, Special Assistant