



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: March 15, 2021

CLOSING DATE: March 29, 2021

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

TITLE: Data Processing Analyst 1

POSTING # 2021-029

TITLE CODE: 53246

NUMBER OF POSITIONS: 1

SALARY RANGE: R30 \$82,527.28 - \$117,772.00

HOURS OF WORK: 7:30 a.m. – 4:30 p.m.

LOCATION: NJ Office of Information Technology
Managed Hosting Division
Mainframe Service Desk
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.**

DESCRIPTION OF THE SPECIFIC POSITION: Directs the 24/7 operations of the Mainframe Service Desk (MSD). Oversees all job scheduling assignments for NJ Executive Branch Agencies. Directs, plans, and organizes the work of each support team within MSD. Develops goals and procedures for MSD. Monitors team's operational effectiveness. Coordinates Bull and IBM mainframe maintenance activities. Assigns and schedules overtime for off hour shifts. Maintains overtime and holiday schedules. Operates the State's data processing capacity as well as develops and executes plans to upgrade the state's capacity. Coordinates Disaster Recovery activities for both IBM Platform and Bull Platform. Provides resolution of user job issues and performs proactive follow up with users on issues. Ensures staff compliance with published SOPs for processing work including monitoring of the batching process, IPLs, any trouble shooting, or problem resolution. Serves as a focal point for all issues and problems, batch processing, and mainframe and client server.

DEFINITION: Under direction in the data center listed above or in a subordinate computer center in a state or local government department, agency, institution, or state college, works alone on critical/complex projects or as a Senior Analyst member of a project team, works at the analysis, design, development, and implementation of information processing applications which utilize current and required software operating systems, computer systems, multiprogramming technology, data base management techniques, and data communications protocol; does other related duties.

REQUIREMENTS:

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

EXPERIENCE: Three (3) years of experience in the design and preparation of application systems for electronic data processing equipment utilizing current operating systems and multiprogramming technology, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants who lack the required college education may substitute additional experience in the analysis or programming of data processing systems, the operation of multiprogramming computer systems, or work in the EDP support areas of input/output control, scheduling, or reliability support on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Data Processing Certificate in systems analysis from an approved business or EDP school, equivalent to one (1) year of training, may be substituted for one (1) year of indicated experience.

NOTE: A Master's degree in Computer Science from an accredited college or university may be substituted for one (1) year of 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/TitleSearch.aspx>

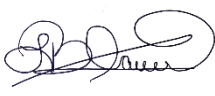
As a condition of employment with NJOIT a background inquiry will be conducted.

The NJ Application for Employment can be found at: <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 #2021-029)** 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