



**PO Box 700**

**Trenton, NJ 08625-0700**

**Department of Human Services**

**CHRIS CHRISTIE** **JENNIFER VELEZ**

 ***Governor Commissioner***

**KIM GUADAGNO**

 ***Lt. Governor***

**OPEN TO: Permanent State employees as a promotional or lateral opportunity, *pending the recession of applicable promotional and hiring restrictions.***

**STATE-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #008-15**

**DATE: January 28, 2015**

**TITLE**: Senior Technician, Management Information Services

**SALARY**: $45,053.25-$63,537.63

**LOCATION**: Division of Mental Health and Addiction Services

 Office of Treatment and Support – Intoxicated Driver Program

 9 Quakerbridge Plaza, P.O. Box 365

 Trenton, NJ 08625

**POSITION INFORMATION**

**DEFINITION**: Under direction of a supervisory official in a state or local department, institution, or agency, assists in the planning, development, and implementation of information systems; reviews related programs and systems; acts as liaison with internal components utilizing the systems, and/or with other government jurisdictions; or in a client/server environment, provides hardware/software support to end users; installs hardware and software on servers or workstations; does other related work.

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

**EXPERIENCE**: One (1) year of experience utilizing or implementing electronic information systems, analyzing information systems and/or developing procedures for the use of information systems, or providing user support and solving user problems in a helpdesk or related environment.

 **NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis.

 **NOTE:** A Bachelor's degree or a Master's degree in a computer-related area may be substituted for the experience as indicated above.

 **NOTE:** Twenty-four (24) credits in data processing from an accredited college may be substituted for two (2) years of the education requirement.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LISTS ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Division of Mental Health and Addiction Services

 Office of Human Resources

 P.O. BOX 700

 Trenton, NJ 08625

 Attn: Teresa Lockette, Manager

**EMAIL**: mhsresume@dhs.state.nj.us. Please indicate job opportunity number in the subject line.

**RESPOND BY**: February 11, 2015.

**DHS-CO REVIEW**: AM 1/28/2015

***IMPORTANT NOTICES***

***(1) RESIDENCY*** *-* ***Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption.  Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.***