



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

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NOTICE OF VACANCY
STATE-WIDE

POSTING NO.	BIA-2020-066	POSTING DATE:	October 2, 2020
TITLE:	Technician, Management Information Systems	CLOSING DATE:	November 2, 2020
DIVISION:	Administration		
UNIT:	Information Management Systems	RANGE:	A16
LOCATION:	Trenton, NJ	SALARY:	\$43,753.77- \$61,557.03
OPEN TO:	Current state employees with permanent status in the competitive division who meet the open competitive requirements, subject to current promotional and hiring restrictions.		

DEFINITION

Under supervision assigned to a program or operational unit having responsibility for a specific, existing information processing system operation, implements and monitors management information systems used to compile, store, retrieve, and process varied types of financial, program, or other information unique to the unit; operates computers and related equipment controls; analyzes and troubleshoots information processing program or system error conditions; updates and analyzes application software problems; performs system maintenance; or in a client/server environment, installs hardware and software on servers or workstations; does other related duties.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE: One (1) year of experience in work involving information systems including responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in providing user support and solving user problems in a help desk or related environment.

NOTE: Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

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

NOTE: Twenty-four (24) semester hours credits in data processing from an accredited college or university may be substituted for up to two (2) years of the education.

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.

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, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside 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 are subject to removal from employment.

Interested applicants should submit a **letter of interest and resume**. All documents should be submitted in PDF format by **November 2, 2020** to: human.resources@dobi.nj.gov. Please include Posting No. BIA-2020-066 in the subject line of your email.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>.