STATE OF NEW JERSEY

VACANCY ANNOUNCEMENT

Open to: GENERAL PUBLIC

POSTING #: 2022-150
ISSUE DATE: 7/19/2022
CLOSING DATE: 8/2/2022

TITLE: Information Technology Specialist
RANGE/TITLE CODE: P23/S3281
UNIT: MV38 Information Technology
LOCATION: Trenton, NJ
WORKWEEK: 40
# VACANCIES: 2

GENERAL DESCRIPTION:
Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized, and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required. Preference for interview will be given to those with experience working with one or more of the following technologies: Cobol, CICS, JCL, SQL, Datacom or DB2 Data.

REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

EXPERIENCE: One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) 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).

SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION
NOTE: A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems, and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

OPEN TO THE FOLLOWING: General Public

Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in entirety will be considered for employment. Applications can be found at: https://www.nj.gov/mvc/pdf/employ/ApplicationForEmploymen.pdf

MAIL:
New Jersey Motor Vehicle Commission
Attn: HR Recruiter
225 East State Street
P.O. Box: 050
Trenton, NJ 08666

ELECTRONIC FILING:
mvchrrecruiter@mvc.nj.gov

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.

JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act”, 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.
- The New Jersey Motor Vehicle Commission is an Equal Opportunity Employer
MOTOR VEHICLE COMMISSION
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner\(^1\) or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

_____ I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

_____ I DO have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Division and Work Location</th>
</tr>
</thead>
</table>

Additional Space Needed for Disclosure  ____ YES  ____ NO  If YES, write disclosure on back of this form.

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) ______________________
Applicant/Employee’s Signature ______________________  Date: __________________

\(^1\) Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.