## POSTING #: 2022-38A

### ISSUE DATE: 7/15/2022

### CLOSING DATE: 8/15/2022

### TITLE: Supervisor Information Technology

### RANGE/TITLE CODE: R32/53318

### SALARY: $96,099.57-$137,348.82

### UNIT: MV30/ Information Technology

### LOCATION: Trenton

### WORKWEEK: N4

### # VACANCIES: 1

### GENERAL DESCRIPTION:

Under the general supervision of a manager in an information technology organization, supervises and directs the operation of a Network support unit (mainframe and/or client server environment) of at least five (5) employees responsible for development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), and the provision of tier 3 technical support to end users. Provides lead support in the diagnosis and resolution of complex operational problems; directs problem diagnosis; supervises the monitoring and allocation of staff resources, the use of productivity aids, and the maintenance of software and hardware in mainframe and/or client/server environments with related peripherals; plans, evaluates, tests, implements and maintains network technology solutions as appropriate for the technology unit assigned; and does related work as required.

Preference for interview will be given to those with experience working with one or more of the following technologies: .Net, Java, Angular, TypeScript, HTML, CSS.

### REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

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

**EXPERIENCE:** Five (5) years of experience in an Information Technology Operational Support unit for a large public or private information processing facility, including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.

**SUBSTITUTIONS**

**A. EXPERIENCE FOR EDUCATION**

1. Additional experience as described above may be substituted for the four-year education requirement on a year for year basis.
2. Training hours approved by the Civil Service Commission can be substituted for the education requirement where sixteen (16) contact hours equals one (1) semester credit hour.

**B. EDUCATION FOR EXPERIENCE**

1. Thirty (30) semester hour credits in Information Technology may be substituted for one (1) year of experience. 2. A Master's degree in Information Technology or related studies may be substituted for one (1) year of any of the experience noted above.

**OPEN TO THE FOLLOWING:** Current New Jersey State employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.

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

### FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts and personal relationship disclosure statement (attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. If review of your resume indicates that you copied from the job specification, your resume will not be considered for this notice of vacancy. Send to:

**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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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.