NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #: 2025 - 005 - P	ISSUE DATE: March 25, 2025	CLOSING DATE: April 22, 2025

TITLE: Software Development Specialist 1	**OPEN TO:** General Public
DIVISION: Multiple	**TITLE CODE:** 10237 **RANGE:** P21
UNIT: Multiple	**WORKWEEK:** 3E (35 hours)
LOCATION: Trenton, NJ	**SALARY RANGE:** $62,164.36 - $88,009.21

JOB DESCRIPTION

The New Jersey Department of Treasury seeks Software Development Specialist 1 to fill vacancies within multiple divisions. Under close supervision and monitoring in a state agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work.

Positions exist in the following divisions:

DIVISION OF REVENUE AND ENTERPRISE SERVICES

Candidates selected for **DORES** will develop new state-of-the-art application systems and/or support and maintain existing systems. Other duties include: computer system analysis, database analysis with design, writing programming code, system testing, debugging, troubleshooting, problem resolution, system documentation, and customer support. Experience with COBOL, ADABASE, Natural & CICS, Oracle, IBM mainframe utilities, TSO, ISPF, and JCL is preferred.

OFFICE OF MANAGEMENT AND BUDGET

Office of Management and Budget, New Jersey's central budget office, depends on a range of IT systems in its work, and currently is engaged in the implementation of a major new budgeting IT system. Developing and managing these systems requires an understanding and interest in the application of IT systems to the unique needs of government. The incumbent of this position will contribute to the support and deployment of the new Budget system, will perform analysis for OMB's IT systems, and will assist with IT-related interactions with other state government IT offices and agencies.

This position will be responsible for maintaining and testing software components in support of OMB's current budgeting systems, which integrate with various SQL databases and data warehouses; learning to maintain various customized applications used by OMB staff as well as the new Budget system; making recommendations for IT solutions to streamline work and improve productivity; assisting with User Acceptance Testing (UAT) of the OMB's new Budget system; performing centralized system administration and other duties within and related to the Budget systems; testing, maintaining, analyzing, and defining modifications to reports to accommodate changes in business requirements; creating, testing and deploying additional MS Access reports to meet the needs of OMB management and budget staff; developing, maintaining and updating Microsoft Excel Pivot Tables used by OMB Budget staff; providing technical support to OMB and agency users; assisting in developing and managing MS SharePoint sites, lists, custom portals, work flows and security; maintaining accurate and up-to-date program documentation of IT systems and processes used by OMB staff, including training materials for budget analysts, agency staff, and other system users. Performs other related duties as required.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education & Experience: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in programming, systems programming or computer analysis.

-OR-

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

-OR-

Possession of a master's degree in an information technology field.

Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

IMPORTANT NOTES

Starting Salary: In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

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GENERAL INFORMATION

Vacancy Notice: This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants: Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, visit https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference: Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: http://www.state.nj.us/csc/seekers/veterans.

Foreign Degrees: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 22, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2025 - 005 - P Software Development Specialist 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
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Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer