

NOTICE OF VACANCY
State of New Jersey
Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

ISSUE DATE: March 10, 2017 **CLOSING DATE FOR**
ACCEPTING RESUMES: March 31, 2017

TITLE: Information Technology Specialist (Non-Competitive)

SALARY: \$51,259.95 - \$72,953.46 (P21)

LOCATION: Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

DESCRIPTION:

Assists in at least one of the following areas: the design and preparation of routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; does other related duties as required.

Studies agency work processes and methods. Prepares flowcharts and block diagrams and codes program modules for application systems development. Maintains production application programs/program modules as necessary. Checks program module coding to determine program deficiencies and corrects coding as necessary. Combines program modules into a complete executable program to test module interaction for production purposes, and prepares system control statements for the purpose of cataloging application programs.

Performs desk checking of program modules and prepares testing documentation. Checks program module coding to determine program deficiencies and corrects coding as necessary. Assists staff in parallel and end-to-end system testing. Prepares complete program documentation in accord with established standards. Prepares systems control statements and utility program parameters.

Studies procedural difficulties and operating problems and confers with analysts, programmers, and supervisors toward resolution. Monitors production reliability, performs detailed analysis of data processing related operational problems, and determines causes and applies temporary or permanent fixes.

Analyzes error conditions which arise during testing or operations, and confers with planning/technical services about deficiencies in operating system support or in associated program manuals. Installs the proper mix of vendor/manufacture supplied software, and implements new software and operating system modifications minimizing adverse effects on current production and testing systems. Maintain computer system documentation.

May study operating systems and available software to determine which programming technique will result in optimum timing, storage utilization, and overall efficiency. May control system library updates, updates of programs, and system revisions in accord with established standards.

REQUIREMENTS:

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.

Note: Technical support functions may include experience in resolution of online production and/or communications 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: A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

NOTE: A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION

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.

Residency Requirement: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act,:" which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) INCLUDING SALARY HISTORY AND RESUME TO kchilds-alexander@hesaa.org.