



VACANCY ANNOUNCEMENT



Posting #: 2024-155		Issue Date: 04/26/2024	Closing Date: 05/10/2024	
Title: Project Manager, Data Processing (Competitive)		Range/Title Code: S30/53023	Salary: \$90,643.87 - \$129,354.76	
Unit Scope: Statewide Career Service	Location: Office of Information Management, Services & Solutions – Trenton, NJ	Workweek: NL	# Vacancies: 2	

Job Description

The Office of Information Management, Services and Solutions is seeking a qualified candidate to serve as a Project Manager, Data Processing. This candidate will coordinate the requirements, scope, schedule, budget, and conditions of satisfaction, as well as managing resource allocation, task completion, and serving as the day-to-day point of contact for internal and external project team members (including vendors) to ensure the success of their specific projects and oversee projects of multiple product managers under his or her supervision.

These projects will involve coordinating efforts across multiple divisions, state agencies and vendors. Additionally, excellent oral/written communication skills, stakeholder management skills, multitasking capabilities, and software development lifecycle knowledge (e.g., Waterfall, Iterative, Agile etc.) will be needed for this position.

Examples of specific expectations for this position are:

- Facilitate successful project definition, planning, budgeting, scheduling, resourcing, and lead high performance project teams.
- Manage projects within scope, quality, time, and cost constraints with regular status updates to management.
- Create and execute project work plans and revise as appropriate to meet changing needs and project demands.
- Manage day-to-day project team activities and stakeholder communications.
- Identify project resource needs, obtain necessary resources, define project team roles. And ensure healthy team dynamics.
- Form strong project teams by proactively leading, coaching, and motivating team members, facilitating relationship building among team members, and identifying and resolving conflict.
- Coordinate the efforts of team members from multiple groups into a coordinated project effort.
- Provide overall management direction for project and be accountable for project results.
- Ensure project documents are complete, current and stored appropriately.
- Manage project schedule and budget against baseline.
- Effectively manage project scope by ensuring any changes are documented and approved through the change control process.
- Proactively identify project issues and risks and create successful action plans for resolving issues and mitigating risks; minimize project exposure and risk.
- Resolve and/or escalate issues and risks in a timely fashion.

- Track and report on project milestones and provide status reports to management, project team, and other project stakeholders.
- Effectively facilitate Lessons Learned sessions after project delivery in order to identify successful and unsuccessful project elements.
- Proactively set and manage project stakeholder expectations.
- Build strong relationships with business stakeholders and develop a deep understanding of their business objectives.
- Continually seek opportunities to increase customer satisfaction and strengthen stakeholder relationships.
- Communicate effectively with business stakeholders to identify needs and evaluate alternative business solutions as appropriate.

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

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| • Alternate Work Week* | • Telework* |
| • Deferred Compensation | • 100% Tuition Reimbursement* |
| • Health and Life Insurance | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs |

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

****Those that applied to POSTING #2024-55 do not need to apply again and will be taken into consideration. ****

Open to New Jersey State Career Services employees currently permanent in any competitive title and meet the requirements listed below:

NOTE: 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. Nine (9) years of professional experience in data processing systems design and analysis for a large public or private information processing facility, including at least three (3) years of experience with systems software in a multi-programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, including at least three (3) years of experience with systems software in a multi-programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

OR

Possession of a Master's degree from an accredited college or university in Data Processing or Computer Science; and four (4) years of the above-mentioned professional experience, including at least three (3) years of experience with systems software in a multi-programming, third generation communications environment, one (1) year of which shall have been in a supervisory capacity.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an

evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

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.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

TO APPLY

If you qualify, **please submit a letter of interest and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit

LWDJobPostings@dol.nj.gov

Subject line must include the specified job posting number.

- Newly hired employees must agree to a thorough background check that may 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 new 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, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

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 New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their 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 partner¹ 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 New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL’s Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS 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 HCS 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 New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? Yes No **If YES, continue writing on the 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.