The New Jersey Department of the Treasury, Division of Purchase and Property (DPP), seeks a Standards and Procedures Technician 4 to work in the NJSTART unit. NJSTART is the eProcurement system that automates the procurement process by integrating NJ financial, procurement, and tax/revenue systems with vendor data. The system tracks quotes, proposals, certifications, documents, and contracts and includes an electronic payment vehicle.

The selected candidate will oversee the vendor registration process, data analysis and maintenance; forms support; issues related to vendor compliance, categories and certifications, business registration certificates; vendor communications; and escalation of technical problems. The candidate will also act as the subject matter expert on various types of electronic systems used by the Division of Purchase and Property, particularly NJSTART, NJCFS, and MACSE, and coordinate all training activities for DPP staff, agencies, and vendors to continue to ensure they are familiar with system functionality, user reference guides, and system changes/upgrades. Performs other related duties as required.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process.

POSITION REQUIREMENTS

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

Education: Graduation from an accredited college or university with a Bachelor’s degree. Proof of degree is required.

Experience: Four (4) years of experience in review, writing, analysis, and revision of program policy, procedures, informational materials, rules, guidelines, and/or program analysis and development, two (2) years of which shall have included supervisory responsibilities including preparation of employee evaluations of staff involved in technical or scientific work.

Note: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

Note: A Master's degree in a discipline appropriate to the position may be substituted for one (1) year of required experience.
IMPORTANT NOTES

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 principal 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 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 23, 2022:

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

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “2022-052-S – SPT 4” in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT
Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: ________________________________
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer