



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy**

POSTING #: 25-00061

TITLE: Software Development Specialist 2

ISSUE DATE: 4/4/2025

TITLE CODE: 10245

CLOSING DATE: 4/25/2025

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT SCOPE: T505

UNIT: Division of Project Management

RANGE: P27

SALARY: \$81,688.72-\$116,313.16

POSITION: One (1)

WORK WEEK: 40 Hours

GENERAL DESCRIPTION:

Under direction of the Section Chief and the Deputy Director of the Division of Project Management within the New Jersey Department of Transportation, this position exercises and performs the analysis and evaluation of internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives; evaluates users' needs and recommends (IT) solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates and/or recommends IT policies and procedures; and does other related duties as required.

SPECIFIC DESCRIPTION:

Assists the Section Chief to sunset an obsolete and antiquated Project Reporting System (PRS) and develop necessary critical functionalities within Project Management Reporting System (PMRS) and/or other platforms for business continuity. Takes the stewardship of the objectives of the PMRS program as it relates to being an enterprise - based system. Leads the design and enhancement of various workflows in PMRS for business improvement and continuity. Provides Subject Matter Expert (SME) and Coordination assistance as it relates to Capital Program Management (CPM) and NJDOT based IT Solutions. Identifies initiatives that could improve the management and operational efficiency of the unit. Performs work to develop special projects as directed by the leadership. Maintains change management and ongoing user/system support for PMRS, Bluebeam and Primavera as and if needed.

PRIMARY RESPONSIBILITIES:

- * Assist to sunset an obsolete and antiquated Project Reporting System (PRS).
- * Monitor program milestones to ensure efficiency.
- * Strong Communication (verbal and written)
- * Ensure communications with customers are timely, clear, and promote good customer service.
- * Assist in creating workflow processes; designing dashboard reporting; developing ad - hoc reports; creating global views; creating process review documents; and monitoring/developing user acceptance testing.
- * As part of the Continuous Improvement program, identify initiatives that could improve the management and operational efficiency of the unit, including ideas for potential cost savings and the application of modern technology to daily workflows.
- * Provide System and Operational Support related to processes, reports and any other emergent system needs in a timely manner.
- * Perform work to develop special projects as directed by the Section chief and senior leadership.
- * Assist in training PMs/APMs with PMRS, Bluebeam and Primavera as and if needed.
- * Provide System and Operational Support related to processes, reports and any other emergent system needs in a timely manner that address Capital Program Management user needs.

PREFERRED KNOWLEDGE:

* Experience with eBuilder/Trimble Unity Construction, Bluebeam, PL/SQL, SQL Server, Primavera, Microsoft Project, Business Intelligence, Power BI, Microsoft Office tools and other related Information Systems and Reporting platforms are a plus.

PREFERRED SKILLS:

- * Process Automation, Improvement and Optimization
- * Workflow and Process Development/Enhancement
- * Process Engineering Experience
- * Business and Data Analysis Experience
- * IT Project Management Experience
- * Vendor and Contract Management Experience
- * Analytical Report Creation Experience
- * User/client Support Experience
- * User Acceptance Testing and Sprint Experience
- * Experience with eBuilder/Trimble Unity Construction, Bluebeam, PL/SQL, Microsoft Project, Business Intelligence, Power BI and other related Information Systems is a plus, but is not required.

REQUIREMENTS:

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.

Six (6) years of professional experience in programming, systems analysis, or computer analysis.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above - mentioned professional experience.

OR

Possession of a master's degree in an Information Technology field; and one (1) year of the above - mentioned professional experience.

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.

NOTE: Telework can be offered after 4 months from the starting of the position or as per the discretion of leadership.

LICENSE: Appointee 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.

OPEN TO THE FOLLOWING:

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Software Development Specialist 2 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
CPM, Personnel Coordinator
Department of Transportation
1035 Parkway Ave.
E & O Bldg., 2nd Floor
Trenton, NJ 08625

DOT-CPM.Personnel@dot.nj.gov

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