



Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Allison Blake, PH.D., L.S.W  
Commissioner

### JOB VACANCY POSTING

**POSTING #:** 115-16 **ISSUE DATE:** July 21, 2016  
**TITLE:** ADMINISTRATIVE ANALYST 4 **CLOSING DATE:** August 4, 2016  
**FISCAL MANAGEMENT**  
**LOCATION:** Department of Children and Families  
Office of Accounting  
50 East State Street  
Trenton, NJ 08625  
**POSITIONS:** 1 **RANGE:** R29  
**DISTRIBUTION:** STATE-WIDE **SALARY:** \$74,251.79 - \$105,891.38

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under direction of an executive official in the fiscal management areas in a state department or agency, coordinates and supervises work activities of Administrative Analysts, Fiscal Management of lower grade or other subordinate staff engaged in/responsible for fiscal management activities in planning and conducting management, statistical, organizational, fiscal, performance, and budget analyses of department and/or division programs, and where alternative programs are needed makes evaluations and recommendations as required; does other related duties as required.

#### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses. **You must provide proof of the specific credit requirement by including a copy of your transcript.**

**SPECIAL NOTE:** Preference will be given to those candidates who demonstrate sufficient knowledge of processing/approving documents and accessing extensive information in CFS and MACS-E, as well as at least intermediate level of knowledge/experience of Microsoft Office applications.

**EXPERIENCE:** Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience.

**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.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

#### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

#### Electronic Filing:

Forward a cover letter, resume, and transcript electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter, resume, and transcript (including Job Posting #) to:

**Andrea Maxwell, Manager 2 Human Resources  
Department of Children and Families  
Office of Human Resources  
P.O. Box 717  
Trenton, NJ 08625-0717**