



**New Jersey Board of Public Utilities**  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **NOTICE OF VACANCY**

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.: 22-2023**

**TITLE:** Administrative Analyst 3

**SALARY:** \$72,836.90 – \$103,620.41

**WORKWEEK:** 35 hours (NL)

**EXISTING VACANCIES:** One (1)

**OPENING DATE:** March 27, 2023

**CLOSING DATE:** April 17, 2023

**DIVISION/LOCATION:** Office of State Energy Services

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**\*The Board of Public Utilities is a great place to work\***

You will be part of a highly effective and collaborative team working to ensure that state facilities have data and knowledge to reduce their energy use while planning for a clean energy future.

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**GENERAL DESCRIPTION:** The Office of State Energy Services (SES), State Facilities Unit is responsible for interfacing with state agencies and helping develop strategies and tactics to mitigate energy use. Under direction of the Director of State Energy Services or designee, the Administrative Analyst 3 will be responsible for supporting Division efforts related to State facilities. Serving as the lead on the implementation of the energy management system and benchmarking efforts; this includes performing the day to day functions of gathering, analyzing and reporting on data in the State's utility bill payment system (currently Avid Exchange), the State's LBAM database, EPA Portfolio Manager and other applicable databases; creating spreadsheets or other visuals to help synthesize the data and find ways to improve the state's energy use. The Analyst will be responsible for supporting the research of the Division, assisting the Energy Capital Commission, interfacing with other state entities on benchmarking and energy audits of state facilities, and other work as assigned.

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### **WORK RESPONSIBILITIES**

- Study and analyze utilization of utilities and conduct energy audits within the State facility portfolio. Maintain utility consumption records and computerized database for all facilities. Compile, review, and analyze utility data. Prepare reports relating to utility management operations and program performance. Regularly disseminate utility consumption reports, conservation methods, and results to agency staff, Governor's office and the public.
- Obtain data from appropriate internal and external sources including but not limited to the State's Energy and Bill Management System (eBMS), the State's asset database LBAM, and EPA Portfolio Manager, and update with relevant State facility energy and water information. This may include but is not limited to energy audit information, energy capital

related information, updated meters and consumption information. Be the premier user of these systems within SES and assist in writing Excel queries and reports to provide the needed data out of the systems.

- Prepare results of analysis in formats appropriate for various audiences and occasions. Assist in writing briefs on topics of interest to the Board and others in state government.
- Process individual and multiple meter accounts that may be on a single building or campus to process information. Cleanse and produce quality data to assist in energy related decision making.
- Assist the Director in completing internal and external data requests using energy and water data.
- Coordinate with energy managers at state facilities to aid in energy management. May provide policy guidance/assistance to personnel on steps to be taken or protocols to follow with data management, energy assessments, energy tracking, etc.
- Serve as co-manager of eBMS state contract and coordinate with Treasury counterpart.
- Ability to master new and emerging technologies to the benefit of the agency.
- Investigate/develop solutions to problem areas; identify and work toward elimination of unnecessary and/or wasteful administrative practices/positions; help to determine where program and/or administrative duplication may exist.
- Support the Energy Master Plan with sound data.
- Plan, conduct, development of analytical studies of existing routines for the Division.
- Maintain essential public records and files.

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### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in the social sciences, mathematics, statistics, computer science, information management, business management or a related field with coursework in research methods and statistics. Master's degree preferred.

**EXPERIENCE:** Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. Energy management experience preferred.

**NOTE:** Must be capable of performing effectively in a fast-paced environment under strict and overlapping deadlines and have the ability to handle confidential records and sensitive documents with discretion.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**OPEN TO THE FOLLOWING:** Open to State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

**RESIDENCY LAW:** 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.

**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.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample (**one page – may be an excerpt from a longer document/report/study**) and a **3-5 page analytic work sample**, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

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