



PHIL MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

State of New Jersey
BOARD OF PUBLIC UTILITIES
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Christine Guhl-Sadovy
President

Dr. Zenon Christodoulou
Commissioner

Michael Bange
Commissioner

NOTICE OF VACANCY

POSTING: 27-2025	OPENING DATE: SEPTEMBER 15, 2025	CLOSING DATE: SEPTEMBER 29, 2025
TITLE: ANALYST TRAINEE	WORKWEEK: 35 HOURS (35)	EXISTING VACANCIES: 1
SALARY: \$51,479.83 – \$53,807.27	DIVISION/OFFICE: OFFICE OF INFORMATION TECHNOLOGY	

OPEN TO THE GENERAL PUBLIC

At the New Jersey Board of Public Utilities ("Board"), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services; implement clean energy policy goals and launch renewable energy programs.

GENERAL DESCRIPTION

Under the direction of a supervisor, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

WORK RESPONSIBILITIES

Reviews assigned projects and provides a weekly report to CIO of status of each project and alerts CIO to any obstacles. Learns to provide accurate and efficient technical support to all BPU users in the areas of Office 365, Windows, etc... Learns to research current industry information and best practices and include them in daily routine. Assists in presenting informational training seminars to end users on the above topics. Learns to review all security policies and procedures and apply them to everyday use at the BPU. Assist in updating user and technical documentation. Learn the imaging, installation & networking procedures of all computer hardware & software to support BPU users. Learns to review, interpret, collect, compile and evaluate data and other information required to complete analytic studies and report any findings to CIO. Learn to review and evaluate the efficiency and effectiveness of existing information processing systems. Prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations for improvements. The trainee will suggest processes to develop, implement, and/or maintain new and/or enhanced information processing systems based on the findings. Assist in maintaining an accurate inventory of all computer hardware at the BPU. Perform special projects as determined by the CIO.

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.

Four (4) years of professional experience relevant to the position.

OR Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Administrative Analyst 1 or Administrative Analyst 1, Information Systems.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

GENERAL INFORMATION

BENEFITS: The State of New Jersey offers a variety of employee benefits statewide, including:

- Health and Dental Benefit Plans
- Prescription Drug Plan
- Vision Care Reimbursement
- Deferred Compensation
- 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days
- 13 Paid Holidays
- Telework available for some positions*
- Flexible and Health Savings Accounts
- Public Student Loan Forgiveness
- Paid Leave for Military Training

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

HOURS OF WORK: The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

STATE AS A MODEL EMPLOYER (SAME) APPLICANTS If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. [The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please click here](#) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.

TELEWORK: This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

WORK AUTHORIZATION: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

RESIDENCY REQUIREMENTS: The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following: *Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for the State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

APPLICATION INSTRUCTIONS: Qualified candidates are welcome to submit a letter of interest, resume, writing sample, a completed [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#) along with your best contact number and email address to: humanresources@bpu.nj.gov

(Subject line must include the specific job posting number.)

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.