



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****

POSTING NO.: 28-2023

TITLE: Analyst Trainee

SALARY: \$46,431.86 - \$48,531.07

WORKWEEK: 35 hours (35)

EXISTING VACANCIES: One (1)

OPENING DATE: March 27, 2023

CLOSING DATE: April 17, 2023

DIVISION/LOCATION: Division of
Energy & Water

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 safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under supervision, as a trainee and productive worker, analyzes utility filings to determine compliance with State and Federal laws, regulations and decisions; provides recommendations; does other related duties.

WORK RESPONSIBILITIES

- Assists in the review of utilities' operations, while seeking efficiency and accountability of actions to ensure proper service, and or internal controls, and optimal management practices as well as compliance with the rules and regulations of the New Jersey Board of Public Utilities and other State and federal authorities and agencies.
- Learns to conduct investigations and provide recommended courses of action to management on issues related to utilities, including customer complaints.
- Prepares clear, technically sound, and comprehensive reports containing findings, conclusions and recommendations. This includes the preparation of statistical calculations, charts, graphs, and technical analyses.
- Investigates and provide recommendations for resolution of inquiries and complaints concerning basic rate disputes.
- Confer with industry representatives to resolve basic matters of non-compliance with rules and regulations.

- Learns to assist others in performing research and preparing drafts of materials used for legal briefs, hearings, reviews.
- Establishes and maintains records and files.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Appointees who successfully complete the twelve month training period will be eligible for advancement to the title for which they have been trained: Administrative Analyst 1.

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.

OPEN TO THE FOLLOWING: Open to New Jersey residents.

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.

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. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or call at 833-691-0404.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing 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**

Visit us at <https://nj.gov/bpu/>

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