



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.: 34-2024

EXISTING VACANCIES: Two (2)

TITLE: Rate Analyst Utilities Trainee

OPENING DATE: May 31, 2024

SALARY: \$50,229.66 – \$52,513.10

CLOSING DATE: June 14, 2024

WORKWEEK: 35 hours (35)

DIVISION/LOCATION: Division of
Revenue & Rates

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 are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under supervision, as a trainee and productive worker, learns to analyze the impact of utility rates to determine compliance with State and Federal laws, regulations, and decisions; provides recommendations; does other related duties.

WORK RESPONSIBILITIES

- Assists in analyses of proposed public utility rates and/or related issues to determine their reasonableness, equity and compliance with the rules and regulations of the New Jersey Board of Public Utilities and other State and federal authorities and agencies.
- Prepares statistical calculations, charts, graphs, and analyses demonstrating the need for and/or impacts of various options for structuring rate schedules to meet approved determinations of revenue requirements.
- Learns to conduct investigations and provide recommended courses of action to management on issues related to utilities, including revenue and rate matters.
- Conducts investigations and provides recommendations for resolution of interpretation of the proper application of existing tariffs in rate disputes.
- Prepares clear, technically sound, and comprehensive reports concerning utility rate and tariff matters containing findings, conclusions, and recommendations.
- Investigates and provides recommendations for resolution of inquiries and complaints concerning basic rate disputes.
- Confer with industry representatives to resolve basic matters of non-compliance with approved tariffs or rate schedules and questions regarding the classification of certain customers.

- Establishes and maintains records and files.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor’s degree in accounting, business administration, public administration, economics, or finance.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title for which they have been trained: Rate Analyst 3.

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: 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.

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.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript indicating the date the degree was conferred (required), the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). 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.