



**State of New Jersey  
Board of Public Utilities**

**ANTICIPATED JOB VACANCY**

**JOB POSTING #: 16-18**

**DATE OF POSTING: August 13, 2018**

**DATE OF CLOSING: August 27, 2018**

**TITLE: Director, Division of Administration (SES)**

**SALARY: \$96,322.28 - \$134,846.68**

**EXISTING VACANCIES: One (1)**

**DIVISION/LOCATION: Board of Public Utilities  
Division of Administration**

**DESCRIPTION:** Under the direction of the Chief of Staff and the President of the Board of Public Utilities, responsible for the day to day management and supervision of Human Resources, Training, Equal Employment Opportunity/Affirmative Action, Labor and Employee Relations, and the BPU Supplier Diversity Development Council (SDDC).

Directs and manages staff who are responsible for personnel administration including recruitment, selection and placement, classification and compensation, payroll services, onboarding of new employees, coordination with the Civil Service Commission, employee safety issues, training plans, health benefits counseling, obtaining and allocating space, upgrading telephone system, procuring vehicles, mail delivery, and compliance with civil rights laws, labor laws, regulations involving Conscientious Employee and Homeland Security.

The Director of Administration is responsible for administration of the grievance and disciplinary programs, employee evaluations, and development and implementation of policies and procedures in accordance with applicable laws, statutes, and regulations.

Provides technical assistance to division directors and other staff members on matters of personnel, payroll, and other work activities of the bureau.

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

**EXPERIENCE:** Five (5) years of experience in administrative work involving personnel, fiscal, and general administrative activities in a large business or government organization, three (3) years of which shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated 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 Personnel Administration, Business Administration, Public Administration, Accounting, or other relevant field may be substituted for one (1) year of nonsupervisory experience.

Demonstrated managerial skills, including such factors as interpersonal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required. Good communication skills and leadership skills necessary.

**Must have extensive knowledge of CIVIL SERVICE rules and procedures.**

**OPEN TO THE FOLLOWING:** New Jersey Residents who meet the above requirements.

**NOTE: 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.

**The State of New Jersey is an Equal Opportunity Employer.**

**PLEASE FORWARD RESUMES AND COVER LETTERS TO:**

NJ Board of Public Utilities  
Office of Human Resources  
P.O. Box 350  
Trenton, NJ 08625  
[HumanResources@bpu.nj.gov](mailto:HumanResources@bpu.nj.gov)