



## New Jersey Board of Public Utilities

44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



### NOTICE OF VACANCY

**\*THIS IS AN IN PERSON POSITION\***

**\*Candidates who applied for posting 25-2022 do not need to reapply\***

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**POSTING NO.:** 44-2022

**EXISTING VACANCIES:** One (1)

**TITLE:** Administrative Analyst 3

**OPENING DATE:** June 23, 2022

**SALARY:** \$71,408.73–\$101,588.61

**CLOSING DATE:** July 14, 2022

**WORKWEEK:** 35 hours (NL)

**DIVISION/LOCATION:** Office of the  
General Counsel

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

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**GENERAL DESCRIPTION:** Under direction of a supervisory position in a state department or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.

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### WORK RESPONSIBILITIES

- Acts as the Board of Public Utilities Records Custodian to ensure compliance under the Open Public Records Act (OPRA).
- Oversees, coordinates and ensures requests to inspect public records are responded to in a timely manner; identifies sources of information and communicates with constituents at all levels to facilitate appropriate responses within statutory deadlines.
- Serves as the primary point of contact for all internal and external constituencies regarding requests for public records.
- Ability to analyze, interpret, and apply basic laws/regulations.
- Provides guidance to staff and constituents regarding compliance with federal and state regulations regarding the release of public records.
- Collaborates with legal counsel to ensure responses comply with all appropriate exceptions; uses effective judgment to redact confidential information from public records where protected by federal or state laws.
- Plans and conducts development of analytical studies of existing routines for the office.

- Reviews department rules, regulations, and procedures for correctness and compliance with the law and prepares digests thereof.
- Assesses new administrative ideas/approaches, and keeps agencies informed of advanced administrative practices/developments.
- Monitors and manages BPU's public records and tracks pending responses; writes responses to requests, as appropriate, and oversees the compilation, review, and release of public records.
- Performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions.
- Maintains essential public records and files.

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## **REQUIREMENTS**

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

**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.

**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 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 who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements and experience stated above.

**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. NJBPU does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

**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.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, transcripts, writing sample and 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  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

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