

**NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

TITLE: Administrative Analyst 2, Fiscal Management	SALARY RANGE: \$62,164.36 - \$88,009.21	POSTING NO.: 291-24	ISSUE DATE: 7/22/2024 CLOSING DATE: 8/5/2024		
LOCATION: Central Office, Office of Compliance and Strategic Planning, Grants Management Unit – Trenton, NJ					
THIS POSTING IS ONLY OPEN TO THE FOLLOWING:					
<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input type="checkbox"/> Interested individuals who meet the stated requirements					
JOB DESCRIPTION					
Under limited supervision of an Administrative Analyst 4, Fiscal Management, or other supervisor in a state department, plans and conducts management, statistical, organizational, fiscal, performance, and budget analyses of department and/or division programs; assists in conducting cost benefit analyses and effectiveness surveys; does related duties as required.					
REQUIREMENTS					
<p>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.</p> <p>Six (6) years of professional experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses; and two (2) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in Accounting, Business Administration, Economics or Finance; and one (1) year of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance.</p>					
BENEFIT(S)*					
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>					
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation </td> </tr> </table>				<ul style="list-style-type: none"> • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans 	<ul style="list-style-type: none"> • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation
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APPLICATION INSTRUCTIONS					
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.					
Emailed resumes are to be sent only to:		Civilian.Recruitment@doc.nj.gov			
Forward Response To:		Civilian Recruitment – Office of Human Resources Central Office Regional Personnel Services, Region 6 P.O. Box 863 Trenton, NJ 08625-0863			

DEDICATION

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HONOR

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INTEGRITY