



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Tahesha L. Way, Esq.**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 311-24

**ISSUE DATE:** July 17, 2024

**TITLE:** **ADMINISTRATIVE ANALYST 2, FISCAL MANAGEMENT**

**CLOSING DATE:** July 31, 2024

**LOCATION:** Department of Children and Families  
Office of Revenue and Financial Reporting  
50 East State Street  
Trenton, NJ 08625

**POSITIONS:** 1

**RANGE:** P21

**DISTRIBUTION:** STATE-WIDE

**SALARY:** \$62,164.36- \$88,009.21

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week.

**DEFINITION:** 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

**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.

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.

### OR

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.

### OR

Possession of a master's degree in Accounting, Business Administration, Economics or Finance; and one (1) year of the above-mentioned professional experience.

### OR

Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

### Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**