

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PS7219G

WEIGHT CODE: *

TITLE: ADMINISTRATIVE ANALYST 2 FISCAL MANAGEMENT

SALARY: \$55,778.00 - \$78,967.00

ISSUE DATE: December 01, 2021

CLOSING DATE: December 21, 2021

TITLE CODE: 50073D/XXFXR7

CLASS CODE: 21

DEPARTMENT: EPA/ENVIRONMENTAL PROTECTION

UNIT SCOPE: G450 Division of Fish & Wildlife

**APPLICATIONS MAY BE OBTAINED
 FROM AND MUST BE RETURNED TO:**

**Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application**

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Administrative Analyst 1 Fiscal Management

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the department and unit scope, and satisfying the permanent status requirement.
2. Only on-line applications will be accepted. Applications must be completed and submitted by **4:00PM** on the closing date. You must complete your application in detail. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. Note: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
3. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.
4. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
5. NJAC 4A 4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title shall be separated from the provisional title.
6. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of this eligibility list. Please note this reduced fee does not apply to Public Safety titles.
7. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, you will be found ineligible for this exam and your application fee will not be refunded.
8. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00