



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	044-24	ISSUE DATE:	1/19/2024	CLOSING DATE:	2/2/2024
TITLE:	Administrative Analyst 3				
LOCATION:	Division of Mental Health and Addiction Services Research and Evaluation Unit 5 Commerce Way Hamilton, NJ 08691	RANGE:	P26		
		SALARY:	\$75,386.19 - \$107,247.18		
		UNIT SCOPE:	K950		
OPEN TO:	Current <u>NJ State Employees</u> with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under general supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, 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.				
NOTE:	This position evaluates programs and their administration, objectives and effectiveness. Organizes assigned technical analysis and develops a scope of work with clear deliverables for proposed programs. Prepares statistical data. Needs excellent writing skills. Prepares reports containing findings, analyses, conclusions and recommendations. Carries out surveys, studies and research activities.				
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.				
NOTE:	Excellent writing skills and SAS software experience preferred				
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.				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
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.				
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. * <u>SAME Applicants</u> : If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-HRAdmin.Resumes@dhs.nj.gov You must include the Job Posting # , and Last Name in the subject line of your email. Example: (123-22, Smith) Applicants who applied to job posting #610-23 need not reapply					

New Jersey Department of Human Services is an Equal Opportunity Employer