



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 #:	273-25	ISSUE DATE:	9/12/2025	CLOSING DATE:	9/26/2025
TITLE:	Administrative Analyst 2				
LOCATION:	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625	RANGE:	P21		
		SALARY:	\$64,340.11 - \$94,061.71		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Competitive		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the limited supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, assists in the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and helps to prepare recommendations for changes and/or revisions; does related duties.				
SPECIAL NOTE:	<p>Grants Analyst</p> <p>The Grants Analyst will manage grants and procurement oversight to support all ONA programs and initiatives, ensuring compliance with state procurement and fiscal requirements for all new procurements and existing ONA program grantees. Under the supervision of the Assistant Director and in close collaboration with Coordinators, the Grants Analyst will monitor grants with vendors for ONA programs, tracking grant opportunities, grant proposals, and budget tracking.</p> <p>Job duties will include but not limited to:</p> <ul style="list-style-type: none">Oversee vendor contracts, deliverables, reporting, monitoring, and data analysis. Tracking quarterly reporting deliverables, program data analysis, budget setting, and oversight of contract requirements and compliance for vendors for ONA programs.Liaise between ONA staff and DHS legal and Finance staff for review and approval process.Draft, research, and produce proposals, notices of funding, requests for proposals, engagements, budgets, reporting templates, and other needed materials for engagement with vendors and providers through state procurement process.Remain up to date on procurement processes and regulations, ensuring that ONA procurement opportunities are managed accordingly, in partnership with the contracts and fiscal staff within DHS. <p>*** Bilingual in any language(s) in addition to English is preferred but not required.</p>				
REQUIREMENTS					
REQUIREMENTS:	<p>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 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 recommendation, planning, and/or implementation of improvements in a business or government agency.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and one (1) year of the above-mentioned professional experience.</p>				
NOTE:	"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.				
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					
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> 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:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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 its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
TELEWORK:	Certain positions may be eligible to participate in the Department's " 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.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DHS-CO.Resumes@dhs.nj.gov

You **must** include the Job **Posting #**, and **Last Name** in the **subject line** of your email. **Example: (123-25, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer