



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 #:	350-25	ISSUE DATE:	10/31/2025	CLOSING DATE:	11/14/2025
TITLE:	Administrative Analyst 2, Fiscal Management				
LOCATION:	Division of Developmental Disabilities Office of Fiscal Management – Budgeting Unit Central Office – Trenton, New Jersey	RANGE:	P 21	SALARY:	\$64,340.11 - \$94,061.71
		CLASS OF SERVICE:	Competitive		
OPEN TO:	Current <u>Department Employees</u> with Underlying Permanent Status in a Competitive Title				
DESCRIPTION					
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					
REQUIREMENTS:	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 <u>twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses</u>. OR Possession of a bachelor's degree from an accredited college or university, including or supplemented by <u>twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses</u>; 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.				
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 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 are being considered requires drug testing and how to proceed with the testing.				
TELEWORK:	* 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 " <u>Telework Program</u> ", 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 RESUME AND COPY OF TRANSCRIPT(S) (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE,ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov					
You must include the Job Posting # , Title and Last Name in the subject line of your email. Example: (123-22, Clerk Typist, Smith)					