



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 #:	417-24	ISSUE DATE:	9/5/2024	CLOSING DATE:	9/19/2024
TITLE:	Supervising Administrative Analyst				
LOCATION:	Department of Human Service Office of Program Integrity and Accountability 222 South Warren Street Trenton, New Jersey 08625	RANGE:	&32		
		SALARY:	\$102,944.26 - \$147,131.56		
		UNIT SCOPE:	K815 – Office of Program Integrity and Accountability		
OPEN TO:	Current NJ State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under general supervision of a supervisory official, directs the review, analysis, and appraisal of administrative procedures/policies, organizational structure, and performance for a small state department, large division, or agency to improve efficiency/effectiveness of operations of the organizational unit; supervises subordinate administrative analysts; has charge of work concerned with data processing, administrative practices, budget, and/or other operational studies of the department/agency; does other related duties as required.				
SPECIAL NOTE:	This position will function as the Director of Quality and Special Projects. Emphasis will be given to candidates who have experience with data management and analysis.				
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.				
	Nine (9) years of professional experience in 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, two (2) years of which shall have been in a supervisory capacity.				
	OR				
	Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.				
REQUIREMENTS:	OR				
	Possession of a master's degree in Public Administration, Economics, Finance, Accounting, or Business Administration; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.				
SPECIAL 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					
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:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* Telework: 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.</p> <p>* SAME Applicants: 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.</p>				
FILING INSTRUCTIONS					
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>					

