State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	240-19				
TITLE	Administrative Analyst 3, Procurement	ISSUE DATE	9/30/2019	CLOSING DATE	10/15/2019
LOCATION	Division of Management & Budget Office of Contract Policy and Management 222 S. Warren Street Trenton, New Jersey 08625	RANGE	P26		
		SALARY	$67,290.04 - $95,729.23		
		OPEN TO	Current State employees		

DEFINITION	Under the direction of the Manager of the DHS Office of Contract Policy & Management, administers and reviews contracts; provides technical assistance in contract preparation, monitoring, amendment and/or evaluation; processes contracts for multiple divisions, projects and/or programs; performs other related duties. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units. **NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS	
EDUCATION	Graduation from an accredited college with a Bachelor's degree.
EXPERIENCE	Three (3) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.
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 credit hours being equal to one (1) year of experience. ➢ A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substitute for one (1) year of experience.
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.
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 NOTICE	
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.
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.

FILING INSTRUCTIONS
Forward a cover letter and resume electronically to: **DHSResumes@dhs.state.nj.us** You must include the Job Posting # in the subject line of your email.

New Jersey Department of Human Services is an Equal Opportunity Employer