New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #88-22

Posting Period: From 7/8/2022 – 7/15/2022

Title: Administrative Analyst 3

Salary: (P26) $72,836.90 - $103,620.41

Number of Vacancies: 1

Work Location: 101 Eggert Crossing Road
Lawrenceville, NJ 08648

Program: Fiscal Division

Scope of Eligibility: Applications will be accepted from all New Jersey Department of Military and Veterans Affairs employees who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: 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.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.

Civil Service Commission 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.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the “New Jersey First Act” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans’ Preference: To qualify for New Jersey Veteran’s Preference/status, you must establish Veteran’s Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veteran’s Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference
HOW TO APPLY:
SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY
4:00PM ON THE CLOSING DATE TO:
    Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340
    E-Mail: CareersCentral@dmava.nj.gov
    Fax Number: (609)530-7192
Forms may be obtained from our web site at: https://www.nj.gov/military/personnel/forms/employment-application.pdf, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.