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Governor

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Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

January 22, 2020
NOTICE OF JOB VACANCY
#20-21

A lateral or promotional opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees who meet the requirements specified below:

TITLE: Administrative Analyst 4
SALARY: \$78,796.60 to \$112,372.72
LOCATION: Division of Administration
Human Resource Management Section
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision of a supervisory officer in the Department of Law and Public Safety, Division of Administration, Human Resources Management, reviews human resource (HR) program activities and evaluates whether goals and objectives are being met and if efficiencies and effectiveness can be realized; supervises the performance of complex, confidential, and sensitive administrative analytical assignments in the agency, as may be assigned by the HR management; supervises staff involved in the review and analysis of HR procedures and performance; compiles reports including business objects reports used for HR management decisions; reviews and analyses positions, position classification, usage of titles, and conducts classification studies; reviews, drafts and evaluates tables of organizations making recommendations on reporting relationships and position classification; conducts analytical studies to evaluate HR operational effectiveness and HR administrative procedures; tracks vacant and filled position data and compiles data from business objects for HR analytical analysis; gathers data to prepare paperwork and submissions for review and approval; tracks approvals of selected candidates for management follow up; develops, implements, conducts, and maintains regular HR training programs for on the job training of Division personnel; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) 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: 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.

PREFERENCE: Preference will be given to candidates who can run advanced Business Objects reports, know and use MS Projects, and have a strong knowledge of Civil Service rules.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-21 and a current resume on or before the closing date of February 5, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

OR

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.

