State of New Jersey

PHILIP D. MURPHY	DIVISION OF ADMINISTRATION	MATTHEW J. PLATKIN
Governor	DEPARTMENT OF LAW AND PUBLIC SAFETY	*Acting Attorney General*
	PO BOX 081	
SHEILA Y. OLIVER	TRENTON, NJ 08625-0081	WILLIAM H. CRANFORD
Lt. Governor		*Chief Administrative Officer*

August 12, 2022
NOTICE OF JOB VACANCY
#22-405

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for current State employees with permanent service in a competitive title, or the approved non-competitive title, who meet the requirements indicated below:

TITLE:	Administrative Analyst 2		Administrative Analyst 3
SALARY:	$58,031.09 to $82,157.57	**OR**	$72,836.90 to $103,620.41

LOCATION: Office of the Attorney General
Office of Justice Data
Richard J. Hughes Justice Complex
25 Market Street, 8th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: Under limited or general supervision of an Administrative Analyst 4 or other supervisory official in the Office of Justice Data (OJD), assists in the production of reports and data analysis on justice related topics in the State to inform policy and promote transparency; understands basic quantitative and qualitative methodologies, assists in the development and revision of data collection protocols from various data sources, including methods to streamline user experience and analytic workload; merges, transforms, combines, cleans, and standardizes datasets in a variety of formats; assists in the development and implementation of data quality procedures; carries out methodologically rigorous analyses to support the preparation of sound, accurate publications, memoranda, and reports relating to research, grant, and other activities containing findings, conclusions, or recommendations; assists in visualizing analytic findings and conclusions to facilitate public accountability and transparency; does other related duties as required.

REQUIREMENTS

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

EXPERIENCE:

ADMINISTRATIVE ANALYST 2: Two (2) 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.

ADMINISTRATIVE ANALYST 3: 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 New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SPECIAL NOTE: Current Department of Law and Public Safety employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

PREFERENCE: Preference will be given to applicants with subject matter expertise with law enforcement, criminal justice system or government data a plus. Ability to work independently and collaborate in a team environment. Experience in consolidating, managing, and analyzing large data sets using industry standard tools such as Excel, SAS, SPSS, Stata, and ArcGIS; data visualization tools such as PowerBI, Qlik Sense, and Tableau; or programming languages such as R, VBA, Python, and SQL, also a plus.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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 announcement #22-405 and a current resume on or before the closing date of September 12, 2022 to:

Recruitment Coordinator		Recruitment Coordinator
LPS.Humanresources@njoag.gov	**-OR-**	Division of Administration
		P.O. Box 081
		Trenton, NJ 08625-0081