An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements indicated below:

**TITLE:** Supervising Administrative Analyst

**SALARY:** $96,099.57 to $137,348.82

**LOCATION:** Office of the Attorney General
Office of Law Enforcement Professional Standards
Richard J. Hughes Justice Complex
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Director of the Office of Law Enforcement Professional Standards (OLEPS), oversees the functions of the Analytic Unit within OLEPS and supervises its team of analysts; supervises staff tasked with the production of reports and data analysis on law enforcement agencies within the State; establishes performance metrics and the objectives of the unit; designs and implements specialized research and/or analytical programs; examines, modifies, develops, and tests new analytical procedures and methodologies to investigate area(s) of topical interest; analyzes data relating to law enforcement practices and activities and provides detailed, accurate information regarding trends and patterns of those practices; reviews and analyzes data relating to State Police motor vehicle stops, internal affairs, training, supervisory duties, early warning systems, and other law enforcement-related functions; oversees the development and revision of data collection protocols from Division of State Police databases and other law enforcement agencies; creates and maintains analytic databases for OLEPS’ analysis and reports; analyzes and interprets statistical information in furtherance of OLEPS’ mission; makes recommendations concerning policy revisions, training, and database development; designs and implements specialized research and/or analytical programs; prepares and oversees the production of sound, accurate publications, memoranda, and reports relating to research, grant, and other activities containing findings, conclusions, and/or recommendations; serves as a scientific consultant in areas pertaining to specific expertise; does other related duties as required.

**REQUIREMENTS**

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

**EXPERIENCE:** Five (5) years of 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 supervisor capacity.

**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, Economics, Finance, Accounting, or Business Administration may be substituted for one (1) year of indicated nonsupervisory 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 applicants who possess a PhD Degree and/or Master’s Degree in a discipline appropriate to the position including, but not limited to, the areas of statistics, data science, information science, database management, public administration, criminology and criminal justice. Preference will also be given applicants who possess SPSS or SAS statistical programming experience, as well as a familiarity with law enforcement.

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 disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-439 and a current resume on or before the closing date of September 16, 2022 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. 52:14-7L. 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.