



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 117 - S	ISSUE DATE: September 28, 2026	CLOSING DATE: October 27, 2026
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TITLE: Administrative Analyst 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	TITLE CODE: 50075 RANGE: P26
UNIT: Health Benefits Policy and Planning	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$83,582.01 - \$122,831.91

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (DPB) is seeking an Administrative Analyst 3. Under general supervision, performs the review, analysis, appraisal, operationalization, and ongoing support and maintenance of the SHBP/SEHBP health benefit plans. To achieve the department's goals, this role will also help refine and improve current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions. List of duties may include:

- **Health Benefits Plan Design & Administration:**
 - Attend State Health Benefit Program (SHBP)/School Employees Health Benefit Program (SEHBP) Commission and Plan Design Committee (PDC) meetings and assist with drafting, reviewing, and implementing plan design resolutions.
 - Assess the operational, financial, administrative, and legal feasibility of proposed health benefit plan designs and plan design changes.
 - Conduct subject matter expert research and provide technical support during plan design implementations and related communications.
 - Review comparable State employee health benefits programs and identify similarities, differences and best practices.
 - Coordinate with vendors and DPB Operations to maintain and update Summary of Benefits and Coverage (SBCs) and Member Guidebooks.
- **Healthcare Trends and Opportunity Analyses:**
 - Analyze healthcare cost, utilization, population health trends and program performance using vendor reports and program data.
 - Research industry trends, wellness initiatives, alternate payment models, and employer health benefit programs.
 - Prepare analyses and recommendations to improve healthcare costs, utilization, and clinical outcomes.
- **Vendor & Financial Management:**
 - Review health benefits vendor contracts, requirements, deliverables, and obligations.
 - Coordinate with vendors and track deliverables, action items and outstanding issues.
 - Support Request for Proposal (RFP)/Request for Quotation (RFQ) processes, premium rate renewals and mid-year rate reviews.
 - Assist with reports and presentations for SHBP/SEHBP Commissions and Plan Design Committee members.
 - Review and validate State-provided information used in procurement, rate-setting process and plan administration process.
- **Effective Written and Verbal Communications:**
 - Prepare clear and concise communications using Word, Excel, Power Point, and email materials for targeted audiences.
 - Effectively communicate analyses, recommendations, and technical information to leadership, vendors, and stakeholders using charts, graphs, tables, and data visualizations.
- **Legislation:**
 - Maintain Knowledge of statutes, regulations, and requirements applicable to SHBP/SEHBP programs.
 - Collaborate with and support Policy Specialists with ad hoc data analysis to assess the potential impact of draft legislation from a financial, clinical, and administrative perspective.
- **Ad Hoc Assignments, as assigned:**
 - Respond timely to ad hoc requests for information and/or data analyses from DPB Leadership as well as from other stakeholders, including but not limited to, the Treasurer's Office, the Governor's Office, and the SHBP/SEHBP Commissions and Plan Design Committees.



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JOB DESCRIPTION CONTINUED

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience:

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and two (2) years of the below-mentioned professional experience.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the below-mentioned professional experience.

-OR-

Seven (7) years of professional 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.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on October 27, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the “**2026-117-S Administrative Analyst 3**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer