NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 138 - S	November 27, 2026	December 11, 2026

TITLE: Administrative Analyst 4	**OPEN TO:** State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	**TITLE CODE:** 50076 **RANGE:** R29
UNIT: Health Benefit Policy and Planning	**WORKWEEK:** NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	**SALARY RANGE:** $95,955.40 - $141,386.20

JOB DESCRIPTION

The Division of Pensions and Benefits (DPB) seeks to fill an Administrative Analyst 4 position within their Health Benefits Policy and Planning Unit. This position is responsible for management of health benefits vendor contracts and related analyses:

Reviews current health benefits vendor contracts and ensures vendors are providing required notifications, reporting, data, and key deliverables in compliance with contract requirements. Tracks and reviews assigned vendor costs and invoices for appropriateness and accuracy, meets regularly with vendors, and maintains a vendor activity log with status of all outstanding questions, information requests, and open issues. Participates in and supports RFP and RFQ procurement processes. Supports the budget process with information from vendors as required and supports the rate renewal and mid-year review processes led by our health benefits consulting vendor.

Reviews and analyzes reporting from vendors to stay abreast of the healthcare cost and utilization trends of the covered population, highlighting key drivers and the relationships between the various segments of cost and utilization. Examines evidence of vendor results and health outcomes; responds to requests for analyses and proposes new analyses to complement vendor analyses. Collaborates in design of analyses to be performed internally or by vendors to generate actionable findings that can be applied in contract management and program and plan design to improve the sustainability of high-quality health benefits. Identifies data sources among vendors, DPB data warehouse or Claims Reviewer Data Analytics platforms. Develops proficiency with Claims Reviewer Data Analytics Platforms and internal DPB platforms, understands capacities, mentors junior team members in building skills using these programs, designs ongoing reporting and ad hoc analyses of value to DPB. Performs statistical analyses using software including Excel and R. Reports on findings and makes recommendations for next steps.

Plans, coordinates, and oversees work across the Policy and Planning team, which includes collaboration with other SONJ departments and external vendors. Supervises, trains and mentors more junior Policy and Planning team members, including reviewing their work and providing feedback on interim drafts. Maintains a catalogue of possible plan design changes (and other health benefits program changes), along with assumptions, dependencies, and estimated savings. Becomes familiar with legislation and regulations governing SHBP/SEHBP programs. In coordination with Public Policy Specialists, analyzes and performs ad hoc data analysis to assess the possible impact of draft legislation from a financial, clinical, and administrative perspective. Attends SHBP/SEHPB Commission and Plan Design Committee (PDC) Meetings as assigned. Performs other job-related duties as required.

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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: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) 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-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional 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 December 11, 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 "2026–138–S Administrative Analyst 4" 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