



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 037 - T	<b>ISSUE DATE:</b> March 16, 2023	<b>CLOSING DATE:</b> March 30, 2023
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<b>TITLE:</b> Research Analyst 2	<b>OPEN TO:</b> Department Wide (Treasury Employees)
<b>DIVISION:</b> Pensions & Benefits	<b>TITLE CODE:</b> 03172 <b>RANGE:</b> P 21
<b>UNIT:</b> Board of Trustees	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, NJ 08625	<b>SALARY RANGE:</b> \$58,031.09 - \$82,157.57

### JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Research Analyst 2 in the Office of the Board of Trustees. This position will be responsible for the review of all Ordinary (OD) and Accidental (AD) Disability cases; drafting all OD and AD letters after Board meetings, including system-generated and manual letters; review of the work of Board office staff ensuring completeness and accuracy for all OD and AD cases to be presented to the Board(s) for consideration at their monthly meetings; preparing the AD grid with proposed motions; preparing a list of OD cases and proposed motions; and reviewing the OD grid and determining whether any matters on the grid require additional review or follow-up, including conducting follow-up review to ensure members listed on the grid are eligible to receive OD. The incumbent will maintain a master list of all OD and AD cases that are transmitted to the Board Office and implement a tracking system to ensure all cases are processed and presented to the Boards in a timely manner; prepare Board packets by reviewing appeal letters, gathering documents from the member's Optical Disk file, and ensuring all relevant documents are available for Trustee review at Board meetings; and present, with other staff, all OD and AD cases at each of the respective Boards' pre-agenda meetings for review and discussion. Performs other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

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

**Experience:** Two (2) years of experience in legal or legislative research, which shall have included the preparation of basic research and technical reports.

**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 Juris Doctor degree or LLB from an accredited law school may be substituted for the indicated experience.

**Note:** A Master's degree in Public Administration, Political Science, Government, or other relevant area may be substituted for one (1) year of indicated experience.



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## IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

## INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on March 30, 2023:**

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2023- 037 - T - Research Analyst 2" in the Subject Line)**

Submissions must be received timely to the email address listed above 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.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*