



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 2-14

DATE OF POSTING: April 1, 2014

DATE OF CLOSING: April 15, 2014

TITLE: Research Analyst 1

SALARY: \$44,278.38 – \$62,444.79

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of Case Management

GENERAL DESCRIPTION: Under direction of a supervisory official in a state department, institution, or agency, performs basic legislative and legal research in connection with department or agency programs and prepares reports, summaries, and recommendations; does other related duties as required.

Work Responsibilities:

- Agenda management – will work closely with the team throughout the entire agenda process
- Analyzes documents and makes system entries into the InfoShare Database
- Tracks Initial Decisions and prepares reports
- Assigns captions and docket numbers of new cases
- Edits and maintains the hearing calendar
- Analyzes and researches data
- Reviews and analyzes the coordination and distribution of Board Orders
- Scans documents in PDF, enters data into the Imaging System and Network sharing
- Assist with compliance of the Open Public Records Act
- Establishes and maintains files

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

EXPERIENCE: One (1) year 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 or from an accredited law school may be substituted for the experience indicated above.

OPEN TO THE FOLLOWING: Open to NJ Residents.

NOTE: RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL, FAX, OR EMAIL:

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