

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0145

ISSUE DATE: October 21, 2013

TITLE: ADMINISTRATIVE ANALYST 3

CLOSING DATE: November 4, 2013

DIVISION/UNIT: Housing & Community Resources/Office of Home Energy Assistance

LOCATION: 101 South Broad Street
Trenton, New Jersey

SALARY RANGE: P 21/ \$50,643.69 - \$71,698.74

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under direct supervision of an Administrative Analyst 1 or other supervisor in a state department, institution, or agency, assists in the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and helps to prepare recommendations for changes and/or revisions; does related duties.

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

EXPERIENCE: Two (2) years of 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 recommendation, planning, and/or implementation of improvements in a business or government agency.

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, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated 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.

A promotable eligible exist within the unit scope.

A promotional or open competitive list exists.

Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0145
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume. Applicants with classification experience preferred.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer