



**Department of Human Services**

**OFFICE OF THE ASSISTANT COMMISSIONER FOR**

**HUMAN RESOURCES**

**PO Box 700**

**Trenton, NJ 08625-0700**

**CHRIS CHRISTIE Elizabeth connolly**

**Governor Acting Commissioner**

**KIM GUADAGNO Christina Mongon Lt. Governor Assistant Commissioner**

**Human Resources**

**OPEN TO: Permanent State employees as a promotional or lateral opportunity, *pending the recession of applicable promotional and hiring restrictions.***

**STATE-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #044-15**

**DATE: March 2, 2015**

**TITLE**: Administrative Analyst 2, Fiscal Management

**SALARY**: $64,677.09-$92,011.89

**LOCATION**: Division of Mental Health and Addiction Services

Office of Fiscal Management Operations

222 South Warren Street, P.O. Box 700

Trenton, NJ 08625-0700

**POSITION INFORMATION**

**DEFINITION**: Under direction of a supervisor, assists in supervising work activities involving planning and conducting management, statistical, organizational, fiscal, performance, and budget analyses of department programs; takes the lead in conducting cost benefit analyses and effectiveness surveys; where alternative programs are needed, assists in making evaluations and recommendations as required; does other related duties.

**EDUCATION**: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of accounting, business administration, economics, or finance courses.

**EXPERIENCE**: Three (3) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above 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 from an accredited college or university in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LISTS ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Division of Mental Health and Addiction Services

Office of Human Resources

P.O. Box 700

Trenton, NJ 08625-0700

Attn: Teresa Lockette, Manager

**EMAIL**: [mhsresume@dhs.state.nj.us](mailto:mhsresume@dhs.state.nj.us). Please indicate job opportunity number in the subject line.

**RESPOND BY**: March 16, 2015.

**DHS-CO REVIEW**: DMH, 3/2/15

***IMPORTANT NOTICES***

***(1) RESIDENCY*** *-* ***Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption.  Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.***