



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF VACANCY

OPEN TO CURRENT PERMANENT STATE EMPLOYEES ONLY

TITLE: Administrative Analyst 3 (Fiscal Management)	ANNOUNCEMENT #: 40-25	ISSUE DATE: 10/31/2025 CLOSING DATE: 11/13/2025
SALARY RANGE: \$80,755.57 - \$118,678.17	☐ DEPARTMENT WIDE ☒ STATEWIDE ☐ GENERAL PUBLIC	
LOCATION: Office of the Secretary, Fiscal Office, 200 Riverview, Trenton, NJ		
JOB DESCRIPTION		
Under the direction of the Chief Fiscal Officer in the New Jersey Department of Agriculture, this position will be required to assist in the accomplishments of the overall goals of the Fiscal Unit. Duties will include, but not limited to, assisting with the development of the Department’s budget operations in compliance with State and Federal policies and procedures; assisting in development, review, and analysis of State and Federal budgets and guidelines; making recommendations for changes and/or revisions; overseeing the department’s procurement program assisting all divisions with associated needs; acting as Approval Officer for the department relative to NJSTART and NJCFS transactions; processes travel requests following the state travel circular guidelines; assist the Chief Fiscal Officer in the preparation of the department Yearly Spending Plan and close out; performs other related duties as required.		
REQUIREMENTS		
NOTE: 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. Seven (7) years of professional experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm, including or supplemented by twenty-one (21) semester-hour credits in any combination of Accounting, Business Administration, Economics or Finance courses. OR Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester-hour credits in any combination of Accounting, Business Administration, Economics or Finance courses; and three (3) years of the above-mentioned professional experience. OR Possession of a master's degree in Accounting, Business Administration, Economics or Finance; and two (2) years of the above-mentioned professional experience. OR Possession of a doctorate degree in Accounting, Business Administration, Economics or Finance; and one (1) year 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. NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission’s website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html. LICENSE: Appointee 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. AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.		
IMPORTANT NOTICE		
Effective September 1, 2011, 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 an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.		

ELECTRONIC FILING INSTRUCTIONS									
Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov .									
SAME PROGRAM INFORMATION									
SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3.									
BENEFIT(S)*									
*Pursuant to the State/Department’s policy, procedures and/or guidelines.									
Statewide benefits include: <table><tr><td>Deferred Compensation</td><td>Paid Time Off</td></tr><tr><td>Health and Life Insurance</td><td>State Holidays</td></tr><tr><td>Flexible and Health Savings Accounts (FSA) (HSA)</td><td>Up to \$250 in rewards for Wellness Program</td></tr><tr><td>Alternate Work Week available for some positions</td><td>Telework available for some positions</td></tr></table>		Deferred Compensation	Paid Time Off	Health and Life Insurance	State Holidays	Flexible and Health Savings Accounts (FSA) (HSA)	Up to \$250 in rewards for Wellness Program	Alternate Work Week available for some positions	Telework available for some positions
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The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer