



## New Jersey Board of Public Utilities

44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



### NOTICE OF VACANCY

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.: 03-2024**

**TITLE:** Analyst Trainee

**SALARY:** \$48,056.98 – \$50,229.66

**WORKWEEK:** 35 hours (35)

**EXISTING VACANCIES:** One (1)

**OPENING DATE:** January 9, 2024

**CLOSING DATE:** January 30, 2024

**DIVISION/LOCATION:** Office of  
Information Technology

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At the New Jersey Board of Public Utilities (“Board” or “BPU”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

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#### **WORK RESPONSIBILITIES**

- Reviews assigned projects and provides a weekly report to CIO of status of each project and alerts CIO to any obstacles.
- Learns to provide accurate and efficient technical support to all BPU users in the areas of Office 365, Windows, etc... Learns to research current industry information and best practices and include them in daily routine. Assists in presenting informational training seminars to end users on the above topics.
- Learns to review all security policies and procedures and apply them to everyday use at the BPU. Assist in updating user and technical documentation.
- Learn the imaging, installation & networking procedures of all computer hardware & software to support BPU users.
- Learns to review, interpret, collect, compile and evaluate data and other information required to complete analytic studies and report any findings to CIO.
- Learns to review and evaluate the efficiency and effectiveness of existing information processing systems. Prepares clear, sound, accurate and informative reports containing

findings, conclusions and recommendations for improvements. The trainee will suggest process to develop, implement, and/or maintain new and/or enhanced information processing systems based on the findings.

- Assist in maintaining an accurate inventory of all computers hardware at the BPU.
- Perform special projects as determined by the CIO.

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## **REQUIREMENTS**

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

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

**OPEN TO THE FOLLOWING:** Open to New Jersey residents.

**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.

**WORK AUTHORIZATION:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call at 833-691-0404.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

Visit us at <https://nj.gov/bpu/>

*The New Jersey Board of Public Utilities is an Equal Opportunity Employer*