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****

POSTING NO.: 56-2023

TITLE: Deputy Director (Gov. Rep. 1 or SES)

SALARY: Commensurate with Experience

WORKWEEK: 35 hours (NL)

EXISTING VACANCIES: One (1)

OPENING DATE: August 21, 2023

CLOSING DATE: September 8, 2023

DIVISION/LOCATION: Office of Cable Television & Telecommunications

The Board of Public Utilities is a great place to work

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.

GENERAL DESCRIPTION: Under the direction of the Director of the Office of Cable Television and Telecommunications or other supervisory position, assists in supervising employees performing statutory duties required for the regulation of the operations of telecommunications and cable TV providers within the State of New Jersey.

WORK RESPONSIBILITIES

- Assist the Division Director with management of the day-to-day operations of the Office of Cable Television & Telecommunications ("OCTV&T"), including addressing inspection and enforcement, franchising, cable accounting, and Telecommunications Provider Regulation and Markets.

- In conjunction with the Director, supervises OCTV&T staff, including delegating and assigning all filed petitions and cases within OCTV&T. Analyzes or directs and reviews OCTV&T staff research and/or analysis of information related to any filings.

- Coordinates and supervises all investigations involving cable television and telecommunications providers within the State to ascertain, the provider's ability to provide safe adequate and proper service for video, voice and data communications services;

- Monitors staff's review of compliance filings of cable television and telecommunications providers, ensuring compliance with applicable State and federal operations and customer service standards and regulations including initiation and/or direct involvement in enforcement proceedings and settlements.

- Assists Director with establishing OCTV&T policy and goals in line with telecommunications and cable industry changes;

- Assists Director and/or supervises the preparation of any comprehensive reports and correspondence required from OCTV&T, including Commissioner/Senior Staff briefings, Agenda presentations and responses to legislative, front office, gubernatorial, or press inquiries.

- Review and prepare comments on proposed legislation.

- Manages any review, analysis and evaluation of proposals from telecommunications providers and cable operators.

- Monitor emerging trends in regulatory policy through publications and participation in industry and regulatory groups. Works closely with the Counsel's Office and the Attorney General's Office in cases before the Office of Administrative Law.

- In absence of Director, represents OCTV&T at interdepartmental meetings, conferences, Board meetings, policy groups, administrative hearings and formal cases.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree is mandatory. An advanced degree is preferred but not required.

EXPERIENCE: Minimum of four (4) years' experience supervising managers and analysts in a regulatory environment. Candidate must have experience involving the operation and/or regulation within the regulated utility industry, including familiarity with utility regulatory policies, standards and procedures.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative acuity, delegation, interdepartmental cooperation/liaison, development of subordinates, and organizational awareness and discretion are required. Good communication and leadership skills are necessary.

NOTE: We value inclusion, integrity, innovation, empowerment, a culture of learning, and hard work above all else. Candidates with relevant undergraduate or professional experience are encouraged to apply, as are candidates who have shown a strong commitment to remedying the historical under-representation of people of color in energy through their work promoting equity, inclusion, and diversity as well as through their own lived experiences.

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 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

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

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