



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.: 67-2022

EXISTING VACANCIES: One (1)

TITLE: Board Secretary, Board of Public Utilities

OPENING DATE: October 20, 2022

CLOSING DATE: November 10, 2022

SALARY: Commensurate with Experience

DIVISION/LOCATION: Office of the Secretary

WORKWEEK: 35 hours (NL)

The Board of Public Utilities is a great place to work

You will work as part of a highly effective and collaborative team to ensure that all members of the public who require utility services receive safe, adequate, and proper service.

GENERAL DESCRIPTION: In conformity with New Jersey Statute N.J.S.A. 48:2-4, the Board of Public Utility Commissioners shall appoint a Board Secretary, a Senior Staff role with significant leadership, management and professional responsibilities, whose primary statutory duties include scheduling, managing and reviewing matters to be considered at the Board's Agenda meetings, and maintaining the documents and other associated records thereof; and maintaining accurate minutes of all Board transactions and proceedings. The Board Secretary is the official reporter of the Board's proceedings.

The Secretary coordinates and supervises the Office of Case Management; reviews all Board Orders and official communications for technical and legal sufficiency; is the official records custodian of the Board, and creates policies and procedures as part of the senior leadership team.

The ideal candidate will have knowledge of and experience with open public meeting protocols, State document retention regulations, and the Open Public Records Act requirements, as well as a legal or paralegal background and is highly organized with a great attention to detail.

WORK RESPONSIBILITIES

- Attends and serves at all Board meetings as the official reporter.
- Establishes the annual calendar of Agenda and Public Quarterly meetings and the date of all Board hearings. Prepares and disseminates legal public notices of all Board proceedings in compliance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et. Seq.

- Prepares, in consultation with the Board President and Senior Staff, an agenda setting forth all known items of business to be considered at Board meetings and deliver the agenda to appropriate persons as provided by statute and board policy with sufficient time for review.
- Receives and processes all applications, petitions, motions and other pertinent legal memoranda filed by the industries regulated by the NJBPU, interested local, State and federal government agencies, including but not limited to the Division of Rate Counsel, the Department of Law and Public Safety, the Federal Energy Regulatory Commission, both the State and Federal Departments of Energy; and the public.
- Informs all interested parties of the final decisions of the Board on all rate cases, motions, and other notifications the Board requires.
- Receives and distributes to agency representatives all Initial Decisions received by the Board and assures that the Board acts upon such Initial Decisions within the time limitations prescribed by the law.
- Reviews and issues decisions, orders, subpoenas, and other legal documents as directed by the Board.
- Acts as, or oversees, the OPRA Records Custodian to ensure compliance under the Open Public Records Act.
- Coordinates the prompt distribution of and responds to all correspondence received by the Board to ensure the concerns raised by the public are acted upon and answered within the scope of the Board's statutory and regulatory authority.
- Prepares, updates and publishes the Agenda of the Board's public meetings, ensuring complete technical and legal analyses are presented for the proper Board review.
- Directs the review, classifying, filing and maintenance of all closed and pending cases at the Board through the Office of Case Management.
- Advises the Board concerning various statutes, including the Administrative Procedures Act and the Open Public Meetings Act as they apply to formal public meetings of the Board of Public Utilities.
- Is a member of the President of the Board's Senior Staff.
- Performs such other functions and duties as may be assigned by the Board.

REQUIREMENTS

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

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.

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.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample and Personal Relationships Disclosure Form ([Click Here](#)). 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
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.