



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 09-2020

DATE OF POSTING: February 4, 2020

DATE OF CLOSING: February 25, 2020

TITLE: Administrative Analyst 3

SALARY: \$68,635.84 – \$97,643.83

DIVISION/LOCATION: Board of Public Utilities
Division of Water

GENERAL DESCRIPTION: Under direction of the Director, Bureau Chief or other supervisory official in the Division of Water; performs review, analysis and appraisal of current department administrative procedures, organization, and performance, and helps prepare recommendations for changes and/or revisions; does other related duties as required.

Responsibilities include:

- Analyzes the impact of requested rate structures to determine equity and compliance with State and Federal laws, existing and proposed regulations, and prior decisions and provides recommendations and does other related duties.
- Assists in analyzing proposed water and wastewater utility rates and/or rate schedules to determine their reasonableness, equity and compliance with the statutes, rules and regulations of the Board of Public Utilities.
- Prepares staff recommendations to the Board of Public Utilities upon the completion of the analysis of proposed water and wastewater utility rates and/or rate schedules.
- Prepares statistical calculations, charts, graphs and analyses demonstrating the need and/or impacts of various options for structuring rate schedules to meet approved determinations of revenue requirements.
- Investigates and provides recommendations for resolution of inquiries and complaints concerning basic rate disputes.

- Confer with industry representatives to resolve basic matters of non-compliance with approved tariffs or rate schedules and questions regarding the classification of certain customers.
- Performs a review, analysis and appraisal of existing policies and procedures regarding the regulation of water and wastewater utilities in order to make recommendations for possible changes and/or revision to the existing policies and procedures.
- Analyze proposed legislation in order to determine if any changes to existing policies and procedures may be necessary if the proposed legislation should become law.
- Prepares responses to customer complaints and inquiries regarding the regulation of water and wastewater utilities.

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

EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency.

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.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

OPEN TO THE FOLLOWING: Open to current State employees serving in a permanent capacity who meets the requirements stated above.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL TO:

NJ Board of Public Utilities
Office of Human Resources
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov