



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

ANTICIPATED JOB VACANCY

JOB POSTING #: 14-2020

DATE OF POSTING: February 18, 2020

DATE OF CLOSING: March 6, 2020

TITLE: Analyst Trainee

SALARY: \$43,753.77 – \$45,731.91

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of Cable Television & Telecommunications

GENERAL DESCRIPTION: Under the direction of the Director of the Office of Cable Television and Telecommunications or other supervisory official 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 various filings and reports; does other related work.

Work Responsibilities:

- Learns to analyze the costs and appropriateness of requested and proposed extensions of cable or telecommunications plant to determine equity and compliance with State and Federal laws, existing and proposed regulations, franchise obligations and prior decisions and provides recommendations and does other related duties.
- Investigates and provides recommendations for resolution of inquiries and complaints concerning provision of service and extension of cable or telecommunications plant.
- Prepares statistical calculations, charts, graphs and analyses necessary to evaluate and determine the reasonableness and necessity of costs involving the provision of service and extension of cable or telecommunications plant.

- Confer with industry representatives to resolve basic matters of non-compliance with federal and state regulations, approved franchise agreements and questions regarding the provision of service and extension of cable or telecommunications plant.
- Assists with preparing responses to customer complaints and inquiries regarding the provision of service and extension of cable or telecommunications plant.
- Performs a review, analysis and appraisal of existing policies and procedures regarding the provision of service and extension of cable or telecommunications plant in order to make recommendations for possible changes and/or revision to the existing policies and procedures.
- Performs staff analysis and prepares all paperwork and staff recommendations necessary to process the filings for submission for Board Agenda review.
- Participates in formal and informal conferences or hearings with staff, attorneys and representatives of the cable companies, utilities, public, or private organizations.
- Prepares computerized documents, reports, spreadsheets, work papers, memoranda, and reports of sufficient detail to document the work performed, findings and conclusions reached, and alternatives for corrective action.
- Learns and assist with performing a regular evaluation of cable and competitive networks under the agency's jurisdiction with regard to network performance, reliability and security, and identify needed improvements to enable cable operators to reduce the number of reportable service interruption incidents.

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

OPEN TO THE FOLLOWING: Open to NJ Residents.

NOTE: 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.

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