



New Jersey Board of Public Utilities
NJ Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



Notice of Job Vacancy

JOB POSTING #: 10-2021

DATE OF POSTING: February 17, 2021

DATE OF CLOSING: March 10, 2021

TITLE: Chief, Bureau of Rates

SALARY: Commensurate with Experience

EXISTING VACANCIES: One (1)

WORKWEEK: NL

DIVISION/LOCATION: Board of Public Utilities
Division of Water

DESCRIPTION: Supervises the staff of the bureau on all financial analysis of Water cost of service, rate design and revenue requirements matters from the Utility companies. Provides recommendations, plans, supervises and coordinates the work of staff involved in the analysis of utility rate structures; does other related duties.

Duties include:

Manages all rate case matters. Reviews the case, assigns the case and oversees the preparation of discovery and financial data worksheets as well as the establishment of meeting and hearing schedules for the case. Responsible for the preparation of the Staff position for the case and any briefs or settlement documents.

Researches, reviews and/or analyzes information in the preparation of assigned matters, including, but not limited to, reports for the Executive Staff and correspondence. In fulfilling this function, utilizes various types of technology, including, but not limited to, PowerPoint and Excel. Participates in committees and related entities and provides updates as necessary or as directed.

Oversees the preparation and monitors the gathering of essential data, including preparing necessary computer charts and schedules and statistical information of reports. Maintains

accurate, updated computer reports on the Bureau's standard information files. Supervises the preparation and maintenance of said records and files.

Analyzes the impact of requested and alternate rate structures to determine equity and compliance with state and federal laws, regulations, and decisions.

Represents the Division and Board at various conferences involving members of the public, government officials and Board Staff when directed.

Drafts correspondence in the course of official duties under the direction of the Division Director.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities are required.

Demonstrated managerial skills, including such factors as strong interpersonal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required. Good communication and leadership skills are necessary.

EDUCATION: A Bachelor's degree in finance/economics from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

OPEN TO THE FOLLOWING: Open to NJ Residents.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, 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**

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.

Visit us at: <https://www.bpu.state.nj.us/>

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