



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
EXTENDED

JOB POSTING #: 08-2021

DATE OF POSTING: February 1, 2021

DATE OF CLOSING: March 10, 2021

TITLE: Chief, Bureau of Revenue Requirements

SALARY: Commensurate with Experience

EXISTING VACANCIES: One (1)

WORKWEEK: NL

DIVISION/LOCATION: Board of Public Utilities
Division of Energy

GENERAL DESCRIPTION: Under the direction of the Director of Energy, supervise the staff of the bureau on the technical analysis and revenue requirement matters with respect to the electric and gas utility companies, perform other related duties as required.

Work Responsibilities:

Manage all rate case matters assigned to the Bureau. Review, assign and oversee the preparation of discovery and worksheets, and establish meeting and hearing schedules. Responsible for the preparation of staff's position with respect to briefs and/or settlement documents.

Supervise the review of utility costs in base rate cases, remediation adjustment clause proceedings, societal benefit clause proceedings, and basic gas supply proceedings to certify that they are properly accounted for and prudently incurred.

Oversee the analysis of issues associated with determining revenue requirements.

Oversee the preparation and monitor the gathering of essential data, including preparing necessary Division documents, computer charts and schedules and statistical information of

reports. Maintain accurate, updated computer reports. Supervise the preparation and maintenance of staff's records and files.

When directed, represent the Division and Board at various conferences and committees involving members of the public, government officials and Board Staff.

Draft correspondence in the course of official duties.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree. An advanced degree in management, administration, or other areas related to the position would be helpful.

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

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

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://nj.gov/bpu/>

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