



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 100 - P	ISSUE DATE: July 20, 2023	CLOSING DATE: August 3, 2023
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TITLE: Government Representative 2	OPEN TO: General Public
FUNCTIONAL TITLE: Data and Research Analyst	RANGE: X98 WORKWEEK: NL (35 Hours)
DIVISION: Cannabis Regulatory Commission	LOCATION: 225 East State Street, Trenton, NJ 08625
UNIT: Data & Business Analytics	SALARY RANGE: \$66,877.00 - \$95,059.00

JOB DESCRIPTION

Cannabis Regulatory Commission (CRC) manages the State's medicinal marijuana program as well as being charged with the establishment of the platform to regulate the recently approved personal-use cannabis industry. In order to achieve the Commission's core mission, CRC seeks to hire a Data & Research Analyst who will be responsible for formalizing an information cycle designed to produce integrative insights across industry related programs within and outside the Commission, and to develop strategic models for public policy and decision making. The incumbent will research methods, techniques, protocols and requirements applicable to developing and standardize reporting procedures related the delivery and publication of cannabis related data, outcomes and activities. Will coordinate the development and maintenance of a Commission dynamic dashboard; reflecting case studies, research, protocols and/or analyses outcomes. Implements analytical techniques, including the creation of statistical models using raw and filtered data to provide predictive analytics to provide greater insights into risk factors, social determinants, workflows and identification of case studies/variants for outcome and activity focused results. Will maintain automated transfer pipelines for data receipts from multiple sources such as surveys, surveillance, health premised data bases, historical/reference documentation or other channels of information. Prepares detailed narrative and/or statistical reports reflecting findings or conclusions from performed analyses and additional tasks as deemed necessary. Performs other job related duties.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education: Master's Degree preferred (or Bachelor's) in a Data Science, Statistics, Business Intelligence, or related field. Background in SQL is required

Experience: Background in SQL is required. Experience with Salesforce preferred. Designing and implementing evaluation and process tools and resources to define, track and improve program performance, ensuring that central data and analytics teams can review metrics and complete data analyses. Assist in the development of dashboards reflecting case studies, research protocols, and/or analyses outcomes. Experience performing analytical techniques, including statistical models using SAS or other large data manipulation software, employed to integrate evaluation of diverse information pools for creation of data sets used for comprehensive public policy generation, public services enhancement

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 3, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 100 - P Data & Research Analyst" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer