

**NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Supervising Administrative Analyst	<b>SALARY RANGE:</b> \$106,547.31 - \$157,362.71	<b>POSTING NO.:</b> 57-26	<b>ISSUE DATE:</b> 3/20/2026 <b>CLOSING DATE:</b> 4/06/2026
<b>LOCATION:</b> Central Office Headquarters, Office of Community Engagement and Reintegration Initiatives (CERI) – Trenton, NJ		<b>CLASS OF SERVICE:</b> Competitive	
<b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b>			
<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input type="checkbox"/> Interested individuals who meet the stated requirements	
<b>JOB DESCRIPTION</b>			
<p>Under general supervision of a supervisory official, directs the review, analysis, and appraisal of administrative procedures/policies, organizational structure, and performance for a small state department, large division, or agency to improve efficiency/effectiveness of operations of the organizational unit; supervises subordinate administrative analysts; has charge of work concerned with data processing, administrative practices, budget, and/or other operational studies of the department/agency; does other related duties as required.</p> <p><b>More specifically</b>, the position will serve in a key leadership role in the Department of Corrections, NJ Locally, Empowered, Accountable and Determined (NJLEAD). NJLEAD is the state's premier reentry collaborative, uniting corrections and community-based organizations to combat recidivism by fostering a coordinated transition from prison to release. The ideal candidate shall be capable of successfully:</p> <ul style="list-style-type: none"> <li>Assisting with the NJLEAD Request For Proposal (RFP) development process and determining awards.</li> <li>Identifying problem areas, trends, accomplishments, and program deficiencies of each grantee.</li> <li>Recommending scope of work changes for efficiency and/or adjustments to program goals &amp; objectives.</li> <li>Supervising staff, daily work operations, reports, and evaluating work performance.</li> <li>Briefing executive leadership on the operations and preparing high-level legislative outcome reports.</li> <li>Conducting site visits and providing technical assistance and guidance on required corrective action.</li> <li>Analyzing and evaluating new and/or existing programming.</li> <li>Participating in community-based partnership recruitment and serving as an interview panelist.</li> </ul>			
<b>REQUIREMENTS</b>			
<p><b>NOTE:</b> Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Nine (9) years of professional experience in 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, two (2) years of which shall have been in a supervisory capacity.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.</p> <p><b>OR</b></p> <p>Possession of a master's degree in Public Administration, Economics, Finance, Accounting, or Business Administration; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.</p> <p>Candidates selected for an interview are required to provide a writing sample of original work. The candidate must create all submitted materials without using generative AI tools. Submissions found to be AI-generated will not be considered. Writing sample suggestions include, but are not limited to, grant narratives, proposals, RFPs, executive briefings, and program audit reports.</p>			
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DEDICATION

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HONOR

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INTEGRITY

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**BENEFIT(S)\***

\*Pursuant to the State/Department's policy, procedures and/or guidelines.

Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:

- Alternate Work Week available for some positions
- Telework available for some positions
- Deferred Compensation
- Paid Time Off
- 13 State Holidays
- Health and Life Insurance
- Pet Insurance available through certain plans
- Flexible and Health Savings Accounts (FSA)/(HSA)
- Tuition Reimbursement
- Public Student Loan Forgiveness (PSLF)
- Up to \$250 in rewards for exercising
- Gym membership discounts
- Diversity & Inclusion events
- Workplace security, health and safety
- Incarcerated Person empowerment and rehabilitation

**APPLICATION INSTRUCTIONS**

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov

Forward Response To:

Robert Smith  
Region 6 Personnel Services  
Central Office, Civilian Recruitment  
P.O. Box 863  
Trenton, NJ 08625-0863