

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

NOTICE OF JOB VACANCY

TITLE: Administrative Analyst 3	SALARY RANGE: \$80,755.57 - \$118,678.17	POSTING NO.: 100-26	ISSUE DATE: 4/24/2026 CLOSING DATE: 5/8/2026
LOCATION: Central Office Headquarters, Division of Women & Veterans Services, PREA Compliance Unit – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING:			
<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			
JOB DESCRIPTION			
<p>Under general supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.</p> <p>More Specifically, the PREA Compliance Unit (PCU), within the Division of Women and Veteran Services, operates under the direct supervision of the Director, who oversees this position. The Unit is seeking a self-motivated candidate to join the team and perform independent, analytical work in support of its responsibilities. This specialized Unit focuses on ensuring Department-wide compliance with the federal Prison Rape Elimination Act (PREA), advancing sexual safety best practices, overseeing specialized facility housing requests, and developing and updating relevant NJDOC policies and procedures.</p> <p>Responsibilities include, but are not limited to, the collection, retention, organization, review, and statistical analysis of unit-related data; preparation of reports, including analytical graphs and charts; participation in and facilitation of unit-related training; collaboration within the PCU and with other Divisions to review and analyze data, including investigative data; preparation for and support during audits across all Department facilities; and ongoing collaboration with Unit staff to advance key initiatives. Additional duties may be assigned at the discretion of the Director. A strong working knowledge of Excel is required.</p>			
REQUIREMENTS			
<p>NOTE: 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>Seven (7) years of professional experience involving 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.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and two (2) years of the above-mentioned professional experience.</p>			
BENEFIT(S)*			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
<p>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:</p> <ul style="list-style-type: none"> • 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			
<p>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.</p> <p>Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov</p> <p>Forward Response To: Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</p>			

DEDICATION

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HONOR

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INTEGRITY