Title: Administrative Analyst 3

Posting Number: SRWMP-2022-20

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (P26) $71,408.73 — $101,588.61

Opening Date: 6/23/2022

Closing Date: 7/8/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Site Remediation & Waste Management Program
Enforcement, Technical & Financial Support
Bureau of Fiscal Support and Contract Administration
401 East State Street, 6th Floor
Trenton, NJ 08625

Scope of Eligibility: Open to permanent NJ State employees in a competitive title who meet the requirements below.

Description: 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. Helps to prepare recommendations for changes and/or revisions; does other related duties.

Specific to the Position: The appointee will be responsible for managing the budget and fiscal operations for the Emergency Management Program and the Environmental Equipment Service Center. Tasks will include facilitating new and amended funding authorizations, electronic invoice processing, the creation and maintenance of Policy & Procedure Documents, data quality assurance, internal controls, financial reporting, Site Remediation Program internal indirect rate calculation, cost recovery, and the issuance, modification, and de-authorization of purchase orders; other fiscal and budgetary duties as assigned.

Preferred Skill Set: Knowledge of New Jersey Comprehensive Financial System (NJCFS), MACS-E, NJSTART, and NJEMS.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and
transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**Experience:** Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, 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.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**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.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Per Executive Order 253, all State employees are required to be fully vaccinated or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Lisa Imburgia
Site Remediation & Waste Management Program
E-mail Address: SRWMP_Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By:

Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.