Title: Administrative Analyst 2 - Fiscal Management

Posting Number: WLM-2022-62

Open to: NJ State Employees

Workweek: NE (35-hour) Workweek

Salary: (P21) $58,031.09 — $82,157.57

Opening Date: 7/27/2022

Closing Date: 8/10/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Watershed & Land Management
Bureau of Climate Resilience Planning
44 South Clinton Avenue, 3rd Floor
Trenton, NJ 08625

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

Description: Under limited supervision of an Administrative Analyst 4, Fiscal Management, or other supervisor in a state department, plans and conducts management, statistical, organizational, fiscal, performance, and budget analyses of department and/or division programs; assists in conducting cost benefit analyses and effectiveness surveys; does related duties as required.

Specific to the Position: Manages and administers federal grants for Office of Climate Resilience. Works on fiscal reporting and recurring reimbursements, ensures compliance with federal and state regulations. Conducts internal audits on all grants applied to the program. Creates new SOPs for the office and analyzes and reviews current practices and suggests improvements to implement. Works on internal budgetary issues for the program.

Requirements

Education: Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses.

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: Two (2) years of experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.
NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis. (Thirty (30) credits equates to one (1) year of experience).

NOTE: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

License: Appointees 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 the 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.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 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:
Sam Baldeo
Watershed & Land Management
E-mail Address: LUM.Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please indicate how you heard about the position in the body of the email

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.