



## New Jersey Department of Military and Veterans Affairs

---

### VACANCY ANNOUNCEMENT

**Posting #:** V70-23

**Posting Period:** From 06/22/2023 To 06/29/2023

**Title:** Administrative Analyst 3 Fiscal Management

**Salary:** (P26) \$72,836.90 - \$103,620.41

**Number of Vacancies:** 1

**Workweek:** NL

**Work Location:** 101 Eggerts Crossing Road  
Lawrenceville, NJ, 08648

**Program:** Fiscal

**Scope of Eligibility:** Open to current NJ Department of Military and Veterans Affairs permanent employees in a competitive title who meet the requirements listed below.

**Job Description:** Under the general supervision of an Administrative Analyst 4, Fiscal Management, or other supervisor, assists in supervising work activities involving planning and conducting management, statistical, organizational, fiscal, performance, and budget analyses of department programs; takes the lead in conducting cost benefit analyses and effectiveness surveys; where alternative programs are needed, assists in making evaluations and recommendations as required; does other related duties.

**Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.**

#### Civil Service Commission Requirements

**Education:** Graduation from an accredited college or university 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

**Experience:** Three (3) years of experience in work involving fiscal analysis 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 with thirty (30) semester hour credits being equal to one (1) year of experience.

**Note:** A Master's degree from an accredited college or university 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:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**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 citizenships to the United States.

**Veterans' 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>.

**Resume Note:** Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**HOW TO APPLY:**

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, TRANSCRIPT, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**