



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

January 15, 2020
NOTICE OF JOB VACANCY
#20-17

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

- TITLE: Management and Operations Analyst 1
SALARY: \$65,565.90 to \$93,195.36
LOCATION: Division of Consumer Affairs
Director's Office
124 Halsey Street
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under supervision of the Deputy Director of Policy and Strategic Planning, Division of Consumer Affairs, will support a range of research and strategic planning initiatives and investigations with consistent, high quality, reproducible results aimed at exploring, analyzing and creating new datasets; will work with staff throughout the Division to support the Division's major initiatives, strategic planning, policy development and investigations; synthesize pertinent facts and issues from large amounts of information/data; use standard, reproducible methodology; Condensing large/complicated information to key points; communicate findings and methodology through written reports, verbal presentations and visualizations; create visually compelling and informative graphics or maps; understand and identify limitations of sources or analysis; aggregate disparate data and develop original datasets; identify and clean "dirty" data; create functions to flag, separate, segregate, filter, and aggregate data; troubleshoot data and calculations for errors/omissions; does other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in organization, staffing, or systems analysis.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

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 the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy #20-17 and current resume on or before the closing date of January 29, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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.

