



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

August 11, 2020 NOTICE OF JOB VACANCY #20-200

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: Administrative Analyst 3
SALARY: \$68,635.84 to \$97,643.83
LOCATION: Division of Consumer Affairs
Director's Office
124 Halsey Street
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under general supervision of a supervisory official in the Director's Office, Division of Consumer Affairs ("Division"), Department of Law and Public Safety, will be responsible for developing a program of research and analytics work to support the core mission of the Division; uses agency data to evaluate the effectiveness of the Division's enforcement and public education initiatives; reviews and analyzes data across all Units and Sections of the Division to improve the work of each; incorporates predictive analytics into the Division's consumer protection enforcement and education initiatives; spearheads projects to use data analytics to initiate or support public interest initiatives; collaborates with internal partners to evaluate the effectiveness of Division initiatives; works with IT staff to design and create dashboards, maps, or other data visualizations; contributes to interagency data efforts; makes recommendations for improvements to Division operating procedures and workflow processes; implements improvements to business operations and data collection techniques as appropriate; 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 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.

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

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated 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 required 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 #20-200 and a current resume on or before the closing date of August 25, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

