



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

February 18, 2020 AMENDED NOTICE OF JOB VACANCY #20-63

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Supervising Administrative Analyst

SALARY: \$80,103.47 to \$116,140.28

LOCATION: Division of Administration
Budget & Grant Operations Section
Richard J. Hughes Justice Complex
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Director and Deputy Director, Budget and Grants Operations Section in the Department of Law and Public Safety, manages the fiscal component of grants for the Department; monitors and reconciles grant expenditures and payments, maintains records of payments, coordinate with Grant Program Managers to ensure compliance with State and Federal guidelines, supervises fiscal grant related staff; performs other related duties as assigned.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in 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, two (2) years of which shall have been in a supervisory capacity.

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, Economics, Finance, Accounting, or Business Administration may be substituted for one (1) year of indicated nonsupervisory 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 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 your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-63 and a current resume on or before the closing date of February 28th, 2020:

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.

