



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
Chief Administrative Officer

April 5, 2021 NOTICE OF JOB VACANCY #21-123

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

TITLE: Administrative Analyst 3
(Program Coordinator)

SALARY: \$68,635.84 to \$97,643.83

LOCATIONS: Office of Public Integrity & Accountability
Office of Policing Policy
Hughes Justice Complex
Trenton, NJ 08625
(*Statewide travel required for work responsibilities*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general direction of the Executive Director, Director of Policing Policy, and other officials in the Office of Public Integrity & Accountability (OPIA), Department of Law & Public Safety, coordinates program activities involving various organizational offices, including law enforcement agencies throughout the state; determines whether program activities are essential and carried out efficiently; coordinates work involved in the development, review, and implementation of policies, operations and procedures with statewide impact; develops techniques for collecting data which may include work measurement studies and surveys; coordinates work necessary for the planning, development, review and implementation of cross-unit efforts, special projects, and program initiatives; prepares implementation of plans including training and scheduling; serves as liaison with operational units and outside agencies; plans and develops programs, work flows, and operational procedures to implement changes and targeted improvements in activities and initiatives; plans and arranges special events, training and other programs; supervises staff engaged in review of existing procedures and prepares reports containing findings, analyses, conclusions and recommendations; performs 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 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: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who have experience organizing and producing training programs for large numbers of students; working as a liaison to other law enforcement agencies, and organizing responses to various inquiries from outside agencies.

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 announcement #21-123 and current resume on or before the closing date of April 19, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

"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.

