



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

**November 1, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-582**

**This is a repost of vacancy announcement #22-405; previous applicants need not reapply.**

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for current State employees with permanent service in a competitive title, or the approved non-competitive or bridge titles, who meet the requirements indicated below:

<b>TITLE:</b>	Administrative Analyst 2		Administrative Analyst 3
<b>SALARY:</b>	\$58,031.09 to \$82,157.57	<b>OR</b>	\$72,836.90 to \$103,620.41
<b>LOCATION:</b>	Office of the Attorney General Office of Justice Data Richard J. Hughes Justice Complex 25 Market Street, 8th Floor Trenton, NJ 08625		

**NUMBER OF POSITIONS AVAILABLE:** Three (3)

**DUTIES:** Under limited or general supervision of an Administrative Analyst 4 or other supervisory official in the Office of Justice Data (OJD), assists in the production of reports and data analysis on justice related topics in the State to inform policy and promote transparency; understands basic quantitative and qualitative methodologies, assists in the development and revision of data collection protocols from various data sources, including methods to streamline user experience and analytic workload; merges, transforms, combines, cleans, and standardizes datasets in a variety of formats; assists in the development and implementation of data quality procedures; carries out methodologically rigorous analyses to support the preparation of sound, accurate publications, memoranda, and reports relating to research, grant, and other activities containing findings, conclusions, or recommendations; assists in visualizing analytic findings and conclusions to facilitate public accountability and transparency; does other related duties as required.

### **REQUIREMENTS**

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

#### **EXPERIENCE:**

**ADMINISTRATIVE ANALYST 2:** Two (2) 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.

**ADMINISTRATIVE ANALYST 3:** 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:** 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.

**PREFERENCE:** Preference will be given to applicants with subject matter expertise with law enforcement, criminal justice system or government data a plus. Ability to work independently and collaborate in a team environment. Experience with query building, database maintenance, writing technical reports. Experience in consolidating, managing, and analyzing large data sets using industry standard tools such as Excel, SAS, SPSS, Stata, and ArcGIS; data visualization tools such as PowerBI, Qlik Sense, and Tableau; or programming languages such as R, VBA, Python, and SQL, also a plus.

**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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**If qualified, please send a cover letter indicating interest in job vacancy announcement #22-582 and a current resume on or before the closing date of December 1, 2022 to:**

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto: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.

