



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

November 10, 2022 NOTICE OF JOB VACANCY #22-589

This is a repost of vacancy announcements #22-410; previous applicants need not reapply.

Opportunities currently exist 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 2
SALARY: \$58,031.09 to \$82,157.57
LOCATION: Office of Public Integrity & Accountability
Police Training Commission
In-Service Training & ACADIS Unit
Learning Management System Section
Trenton, NJ

Limited statewide travel may be required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Four (4)

DUTIES: Under the limited supervision of an Administrative Analyst 4 or other supervisory official in the Department of Law and Public Safety, Office of Public Integrity & Accountability, Police Training Commission (PTC), will assist with the review, analysis, and appraisal of PTC procedures via the Learning Management System (LMS) operated by the PTC; will be responsible for loading content to the system, training law enforcement agencies on LMS operation and use, providing guidance and recommendations regarding necessary actions; will conduct audits ensuring that officers and agencies are compliant with mandated trainings; prepare reports regarding same, and make recommendations to improve compliance; performs other related duties.

REQUIREMENTS

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

EXPERIENCE: 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 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.

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.

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 #22-589 and a current resume on or before the closing date of November 24, 2022:

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.

