



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

January 23, 2023 NOTICE OF JOB VACANCY #23-42

Opportunities currently exist 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, or the approved non-competitive title, who meet the requirements indicated below:

TITLE: Administrative Analyst 2
SALARY: \$58,031.09 to \$82,157.57
LOCATION: Division of Administration
Grant Operations Section
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: Under the limited supervision of an Administrative Analyst 4, Deputy Director of Grants or the Director of Grants, will be responsible for overseeing the administration of assigned Federal and State programs for the Department of Law and Public Safety; performs the review, and analysis of Federal and State grants awarded to the Department; assists with the execution of sub-grant contracts and the review of financial documentation to ensure allowable expenses while adhering to grant conditions, regulations and procedures for proper utilization of Federal and State resources; performs ongoing analysis for the appropriate distribution of grant funds to sub recipients; review programmatic reports to ensure goals and objectives are being met; does other related duties as required.

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 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 necessary to perform the essential duties of the position.

SPECIAL NOTE: Current Division of Administration employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

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 #23-42 and a current resume on or before the closing date of February 6, 2023, to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
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.

