



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

### September 13, 2023 NOTICE OF JOB VACANCY #23-565

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

**TITLE:** Administrative Analyst 3  
**SALARY:** \$72,836.90 to \$103,620.41  
**LOCATION:** [Division of Consumer Affairs](#)  
Administration Unit  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization and performance and helps to prepare recommendations for changes and/or revisions; does other related duties. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/50075.htm](http://info.csc.state.nj.us/jobspec/50075.htm).

### **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 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 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.

**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.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-565 and a current resume to the Recruitment Coordinator at [Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov) on or before the closing date of **September 27, 2023**.

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.

