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**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Chief Administrative Officer*

**November 21, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-713**

**This is a repost of vacancy announcement #23-527; previous applicants need not reapply.**

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

**TITLE:** Administrative Analyst 2 Administrative Analyst 3  
**SALARY:** \$60,062.18 to \$85,033.04 **OR** \$75,386.19 to \$107,247.18  
**LOCATION:** [Division of Administration](#)  
Budget Operations Section  
25 Market Street, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under general/limited 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 at [info.csc.state.nj.us/jobspec/50073.htm](http://info.csc.state.nj.us/jobspec/50073.htm) (Administrative Analyst 3) or [info.csc.state.nj.us/jobspec/50075.htm](http://info.csc.state.nj.us/jobspec/50075.htm) (Administrative Analyst 2).

**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:** 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 in Unit Scope P860 may be considered for a classified competitive appointment, if interested. Applicants outside the Division of Administration Unit Scope P860 must be willing to accept an unclassified appointment.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-9654.

**RESUME NOTE:** Eligibility determinations are based solely upon the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, approved by the Civil Service Commission, indicating its 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.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-713 and a current resume to the Recruitment Coordinator via email at [Jobs@njoag.gov](mailto:Jobs@njoag.gov) on or before the closing date of **December 5, 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.

