NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2023 - 077 - R	July 24, 2023	September 25, 2023

TITLE: Government Representative 1	**OPEN TO:** General Public
FUNCTIONAL TITLE: Manager of Data Analytics	**RANGE:** X98- 55512 **WORKWEEK:** NL (35 hours)
DIVISION: Pensions & Benefits	**SALARY:** $96,099.57 - $137, 348.82
LOCATION: 50 W State Street, Trenton, NJ	

THIS IS A REPOST OF VACANCY ANNOUNCEMENT 2023-077-P
PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY

JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Manager of Data Analytics. Under the direction of the Deputy Director, is responsible for overseeing all Division operations within our Data Analytics Unit. This position will manage a Health Benefits Data Warehouse program and monitor utilization, cost drivers and health outcomes for the health benefits plans. This position will also manage a Pension Data Warehouse program to extract and prepare data for actuarial analysis. Directly supervises staff and provides direction, oversight and resources necessary to enable the Data Analytics Unit to efficiently and effectively meet its mission. Manages day-to-day planning, scheduling, tracking and reporting for all project tasks. Analyze concurrent and prospective health benefit risk scoring to help identify individuals with the highest risk as well as those with emerging risks that otherwise might go undetected until the full onset of illness. Conduct routine program reviews by interpreting data, creating visualizations and supporting the use of data to inform decision making for activities supported by the Department of the Treasury. Responsible for the capture and reporting of required statistical and narrative reports containing findings, analysis, conclusions and recommendations. Develop key quality metrics at the facility and system level to ensure sustained compliance. Manage the effective dataset necessary to develop key messages that are relevant to external stakeholders. Provide data and operational process improvement expertise to internal and external stakeholders through relevant input for critical conversations using facility and system specific data. Collaborate with Department agencies to understand key priorities and represent the Division in all planning and development discussions and decisions. Research, evaluate and deploy new tools to identify gaps and opportunities for improvement of existing solutions. Installs processes for auditing data warehouses ensuring data quality. Effectively communicate data and analytic findings with Division management, developers, system architects, quality assurance, operations, etc. by written word and presentations. Support the transition to modernized analytics. Maintain communication efforts on the benefits and value of the adoption of modernized analytics. Develop and manage data analysis strategies at facility level leadership with accountability for successful completion of all assigned project deliverables. Performs other related duties as required.

The desired candidate will have strong analytical skills and the ability to collect, organize and disseminate large amounts of information with attention to detail and accuracy considering business context; understand complex problems, identify solutions, and make recommendations; have excellent writing skills; solid customer service skills; public speaking experience; and the ability to effectively communicate with the public, a variety of agency officials and vendor representatives. Candidates should be prepared to provide a writing sample(s) as part of the interview process.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

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

Experience: Six (6) years of managerial experience in the administration and management of a program to develop and implement policy in a public or private organization.

Note: Preference will be given to candidates with degrees in Public Administration, Actuarial Sciences, Health Benefits, or technology fields. Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

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IMPORTANT NOTES

SAME Applicants: Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference: Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: http://www.state.nj.us/csc/seekers/veterans.

Foreign Degrees: Degrees and/or transcripts issued by a college or university outside of the Unites States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on September 25, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2023-077-R Manager of Data Analytics" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT
Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: *Antoinette Sargent (nr)*
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer