



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 089 - S	<b>ISSUE DATE:</b> June 23, 2023	<b>CLOSING DATE:</b> July 7, 2023
<b>TITLE:</b> Research Analyst 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Police & Firemen's Retirement System of NJ	<b>TITLE CODE:</b> 03172	<b>RANGE:</b> P21
<b>UNIT:</b> Board of Trustees	<b>WORKWEEK:</b> NE (35 hours)	
<b>LOCATION:</b> 50 West State Street, Trenton, NJ 08625	<b>SALARY RANGE:</b> \$58,031.09 - \$82,157.57	

### JOB DESCRIPTION

The New Jersey Department of Treasury, Police & Firemen's Retirement System of New Jersey, Office of the Board of Trustees is seeking a Research Analyst 2. Under the limited supervision of a Research Analyst 3 or other supervisory official in the Police and Firemen's Retirement System (PFRSNJ) Board of Trustees Office, Department of the Treasury, acts as lead worker in a retirement, health benefits, or other employee benefit program of the PFRS. Reviews, processes, and/or responds to retirement, health benefits, or other employee benefit requests and inquiries involving complicated eligibility determinations. Performs complex computations; makes presentations before large groups of members, employers, and public officials on employee benefits and procedures. Reviews, verifies, and processes retirement and/or health benefits to members or beneficiaries, including specialized, complex cases; processes exceptional and complex cases which require adjustments to member accounts due to, but not limited to, enrollment date changes, court ordered decisions, negotiated settlements, changes in legislation, birth date discrepancies, etc. Coordinates adjustments with other divisions, as necessary; does other related duties as required. Must possess exceptional writing skills.

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. Details will be made available throughout the interview process.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

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

**Experience:** Two (2) years of experience in legal or legislative research, which shall have included the reparation of basic research and technical reports.

**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 Juris Doctor degree or LLB from an accredited law school may be substituted for the indicated experience.

**Note** A Master's degree in Public Administration, Political Science, Government, or other relevant area may be substituted for one (1) year of indicated experience.

**Preference:** Preference will be given to candidates who possess experience providing advice and assistance to members, employers, beneficiaries, etc. in the administration of public retirement programs, which shall have included counseling clients and providing accurate information pertaining to pension and health benefit plans. Exceptional writing skills are essential to successfully perform the duties of this position.



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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 information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto: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 United 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 July 7, 2023:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or a copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2023- 089 - S - Research Analyst 2" 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*