



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 007 - S	ISSUE DATE: January 6, 2025	CLOSING DATE: January 21, 2025
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TITLE: Research Analyst 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Police & Firemen's Retirement System of NJ	TITLE CODE: 03172 RANGE: P21
UNIT: Board Operations	WORKWEEK: NE (35 hours)
LOCATION: 50 West State Street, Trenton, New Jersey	SALARY RANGE: \$62,164.36 - \$88,009.21

JOB DESCRIPTION

The Police & Firemen's Retirement System of NJ (PFRSNJ) is seeking a Research Analyst 2. Under the supervision of a Research Analyst 4, or other supervisory official in the PFRSNJ's Board Operations unit, acts as a Research Analyst 2 in a retirement, health benefits, or other employee benefit program of the PFRSNJ. The incumbent will research, analyze, and process exceptional and complex cases requiring adjustment to member accounts due to, but not limited to, enrollment date changes, court-ordered decisions, negotiated settlements, changes in legislation, birth date discrepancies, etc. in accordance with New Jersey Administrative Code (N.J.A.C.) and New Jersey Statutes Annotated (N.J.S.A.). Researches, reviews, verifies, and processes retirement and/or health benefits to members or beneficiaries, including specialized, complex cases in accordance with N.J.A.C. and N.J.S.A. Researches, analyzes, reviews, processes, and/or responds to retirement, health benefits, or other employee benefit requests and inquiries involving complicated eligibility determinations to members; performs complex computations when required. Communicates and coordinates adjustments with other divisions, as necessary. Assists with the review of all cases on the monthly Board agenda to ensure they are ready for Board consideration. Verify that each case contains all necessary information for Trustees to make informed decisions. Anticipate potential questions and concerns from Board members to ensure that the materials are fully prepared, allowing efficient use of their limited time. Assists with the research, review, and development of content for presentations before large groups of members, employers, and public officials on employee benefits and procedures. Must possess exceptional writing skills, performs other related pension and benefit and/or Board duties as needed.

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.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in legal or legislative research, which shall have included the preparation of basic research and technical reports.

-OR-

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Public Administration, Political Science, Government, or other relevant area from an accredited college or university; and one (1) year of the above-mentioned professional experience.

-OR-

Possession of a Juris Doctor degree or bachelor of laws degree from an accredited law school.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

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: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on January 21, 2025:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 007 - S Research Analyst 2" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer