



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 006 - S	<b>ISSUE DATE:</b> January 6, 2026	<b>CLOSING DATE:</b> February 3, 2026
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<b>TITLE:</b> Research Analyst 4	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Police and Firemen's Retirement System of NJ	<b>TITLE CODE:</b> 10243 <b>RANGE:</b> R 28
<b>UNIT:</b> Board Operations	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, New Jersey	<b>SALARY RANGE:</b> \$88,529.64 - \$130,338.54

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of the Police and Firemen's Retirement System of New Jersey (PFRSNJ) is seeking a Research Analyst 4. Under the limited supervision of a Supervising Administrative Analyst, Director of Board Operations and/or supervisory official within the Board Operations unit acts as a supervisor in a retirement, health benefits, or other employee benefit program of the PFRS. The incumbent will plan, assign, and supervise the work of staff engaged in pension and benefits calculations, honorable service reviews, audit support, and case preparation for the Board of Trustees. Responsibilities include providing training, mentoring, and technical guidance to staff; monitoring performance and ensuring adherence to civil service standards, Chapter 55 requirements, and internal PFRSNJ procedures.

The selected candidate will review and approve staff work for accuracy, timeliness, and compliance with statutory and regulatory standards; oversee the calculation of pension benefits, including service retirements, ensuring accuracy in accordance with N.J.S.A. 43:16A and Board policies; direct and review determinations of creditable service, honorable service evaluations, and other statutory eligibility factors impacting benefit entitlements; coordinate with the Division of Pensions and Benefits, and other relevant entities to reconcile member service records and contribution data; prepare performance assessments (ePAR/DPF-44) and recommends personnel actions where appropriate.

The candidate will also direct the preparation of case summaries, benefit analyses, and research reports presented to the PFRSNJ Board of Trustees; conduct complex legal and policy research regarding pension and benefits administration, honorable service provisions, and statutory interpretations; prepare briefing materials and recommendations for the Director and Board, ensuring clarity, accuracy, and legal sufficiency; develops and implements standard operating procedures for pension and benefits research, calculations, and Board case processing; maintains confidentiality of sensitive member records and ensures compliance with privacy and ethics standards; Performs other related duties as required to support the mission of the PFRSNJ and the Board Operations Unit.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Education & Experience:**

Possession of a Juris Doctor degree or bachelor of laws degree from an accredited law school; and one (1) year of the below 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 three (3) years of the below mentioned professional experience.

-OR-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the below mentioned professional experience.

-OR-

Eight (8) years of professional experience in legal or legislative research or similar administrative experience involving public contact with an emphasis on the review and analysis of operating and legislative methods, procedures, and policies.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**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 concepts, theories, and practices; and is performed with the authority to act according to one's own judgement 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 made in accordance with Civil Service Commission rules and regulations.

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 February 3, 2026:**

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

**Treasury Employment Recruiter**

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

(Please list the "2026- 006 – S Research Analyst 4" 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*