



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 077 - T	<b>ISSUE DATE:</b> June 4, 2026	<b>CLOSING DATE:</b> June 18, 2026
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<b>TITLE:</b> Supervising Administrative Analyst	<b>OPEN TO:</b> Department Wide (Treasury Employees)
<b>DIVISION:</b> Taxation	<b>TITLE CODE:</b> 61652 <b>RANGE:</b> & 32
<b>UNIT:</b> Chief of Staff's Office	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 3 John Fitch Way, Trenton, NJ	<b>SALARY RANGE:</b> \$106,547.31 - \$157,362.71

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Taxation is seeking a Supervising Administrative Analyst to serve as the agency liaison to Treasury's Human Resources to complete comprehensive reviews of needed personnel actions. The Supervising Administrative Analyst will collaborate and work closely with Taxation senior management, the Treasurer's Office, and other senior Department officials to provide advice, information, and data analytics related to the Division's personnel and initiatives. These initiatives include promotional and hiring requests, promotional list review and management, as well as proper unit structure in order to create hiring and promotional plans, focusing on operational performance. Responsibilities will include providing updated organizational charts, working on the creation of DPF44's and related documents necessary to effectuate hiring and promotions, as well as contributing to agency wide training initiatives, hiring expos, and any related function to ensure growth within the agency.

The Supervising Administrative Analyst will serve as manager overseeing the Office of Disclosure, providing strategic leadership and operational direction to ensure the Division of Taxation remains fully compliant with all confidentiality laws, regulations, and policies established by the State of New Jersey and the Internal Revenue Service (IRS). This includes maintaining a comprehensive compliance framework, developing and enforcing disclosure protocols, and ensuring secure handling, storage, and dissemination of confidential taxpayer information. The Supervising Administrative Analyst will oversee the implementation of privacy safeguards across all 13 Division offices and locations, ensuring that staff adhere to statutory and regulatory requirements.

The Supervising Administrative Analyst provides guidance, training, and oversight to Taxation personnel to promote consistent application of confidentiality standards and proactively identify areas of risk or noncompliance. Additionally, the Supervising Administrative Analyst will collaborate with internal and external stakeholders, including legal, audit, and IT security teams, to address issues related to data privacy, regulatory changes, or emerging threats. Through this coordination, the Supervising Administrative Analyst will help to ensure the Division's policies and practices remain current, effective, and aligned with federal and state mandates.

The Supervising Administrative Analyst will oversee the Division of Taxation's Fiscal Unit, which works closely with Treasury's Fiscal Services and the Division's senior management to review contracts, proposals and procurement requests, establishing and implementing administrative procedures to ensure Division personnel adhere to all policies, including confidentiality guidelines, ethics rules, and workplace conduct standards, as well as determining the strategic goals and objectives for the Office of Disclosure, and establish office procedures to ensure operational efficiency.

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:**

Nine (9) years of professional experience in 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, two (2) years of which shall have been in a supervisory capacity.

-OR-

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

-OR-

Possession of a master's degree in Public Administration, Economics, Finance, Accounting, or Business Administration; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

-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 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, currently employed by the Department of the Treasury, 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.

**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 June 18, 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 **"2026-077-T Supervising Administrative Analyst"** in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*