



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 097 - S	ISSUE DATE: August 12, 2026	CLOSING DATE: August 26, 2026
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TITLE: Research Analyst 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Police and Firemen's Retirement System of New Jersey	TITLE CODE: 03173 RANGE: P24
UNIT: Board Operations	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ 08625	SALARY RANGE: \$76,286.63- \$111,856.03

JOB DESCRIPTION

The Police and Firemen's Retirement System of New Jersey is seeking a Research Analyst 3. Under the limited supervision of a Research Analyst 4 or other supervisory official in the Police and Firemen's Retirement System of New Jersey (PFRSNJ) Board Operations Unit, acts as the lead worker in administering retirement, and/or other employee benefit programs for the PFRSNJ. The incumbent will be responsible for the following:

- Analyzes and investigates, processes, and/or responds to members, employers, beneficiaries, amongst others on complex matters regarding complicated eligibility determinations; performs complex computations.
- Reviews and processes insurance and death benefits including Accidental Line of Duty Death Claims, Overage Dependents, Active and Retired death benefits.
- Researches, analyzes, verifies, and processes death benefits to members or beneficiaries, including specialized, complex cases.
- Researches and analyzes court decisions, court cases, and legal opinions which affect the work of the PFRSNJ.
- Researches, analyzes, and prepares material for use in hearings, reviews, or other executive determinations.
- Prepares technical correspondence.
- Processes exceptional and complex cases which require adjustments to member accounts due to, but not limited to, court-ordered decisions, negotiated settlements, changes in legislation, birth date discrepancies, etc.
- Performs accurate calculations of pension benefits, including death benefits and survivor benefits, in accordance with PFRSNJ rules and regulations and Board of Trustee policies.
- Directs and reviews determinations of creditable service, honorable service evaluations, and other statutory eligibility factors impacting benefit entitlements with respect to death claims.
- Coordinates with the Division of Pensions & Benefits and other relevant entities to reconcile member service records.
- Performs other pension benefits related duties as required.
- Maintains essential records and files.
- Demonstrates strong written and verbal communication skills.

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.

-OR-

Possession of a master's degree in Public Administration, Political Science, Government, or other relevant area from an accredited college or university; and two (2) years of the below mentioned professional experience.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the below mentioned professional experience.

-OR-

Seven (7) years of professional experience in legal or legislative research, which shall have included the preparation of basic research and technical reports.

-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 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 August 26, 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

(Please list the "2026-097-S Research Analyst 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer