



**New Jersey Board of Public Utilities**  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **NOTICE OF VACANCY**

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.:** 65-2023

**TITLE:** Administrative Analyst 2,  
Procurement

**SALARY:** \$58,031.09 – \$82,157.57

**WORKWEEK:** 35 hours (NE)

**EXISTING VACANCIES:** One (1)

**OPENING DATE:** October 30, 2023

**CLOSING DATE:** November 17, 2023

**DIVISION/LOCATION:** Office of Budget  
& Finance

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At the New Jersey Board of Public Utilities (“Board”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** Under the limited supervision of an Administrative Analyst 4 or other supervisory officials in the Office of Budget & Finance, assists in the review and analysis of procurement transactions, proposals, goods, commodities, or services in order to ensure efficient and effective procurement; does related work as required.

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### **WORK RESPONSIBILITIES**

- Under limited supervision, reviews practices, methods, and activities in order to evaluate their application, efficiency, and suitability to current procurement conditions, costs, and objectives.
- Assists in analyzing product or procurement history data and makes recommendations regarding appropriate methods for accomplishing effective purchases and cost savings where applicable.
- Knowledge of the following circulars to include: Purchasing methods, practices, and routines

New Jersey Department of Treasury Circular 20-04-OMB Travel Regulation and entering travel documents on the NCFS system.

New Jersey Department of Treasury Circular 23-09-DPP Delegated Purchasing Authority for Goods and Services.

New Jersey Department of Treasury Circular 23-11 DPMC Procedures for the Acquisition of Furniture and Carpeting.

New Jersey Department of Treasury Circular 24-03-ADM Procurement of State Motor Vehicles.

New Jersey Department of Treasury Circular 23-17-DPP Travel Card Program and oversee the monthly review of statements and processing of payments.

- Assists in analyzing methods used in high impact procurement and determine the most effective purchasing methods.
- Ability to establish and maintain of essential records, reports and files.

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## **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s degree.

**EXPERIENCE:** Two (2) years' experience in procurement through the competitive bidding process for a large public or private organization.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

**NOTE:** A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

**OPEN TO THE FOLLOWING:** Open to current State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

*Visit us at <https://nj.gov/bpu/>*

*The New Jersey Board of Public Utilities is an Equal Opportunity Employer.*