



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****

POSTING NO.: 66-2023

EXISTING VACANCIES: One (1)

TITLE: Deputy Director (SES or Gov. Rep. 1) **OPENING DATE:** October 30, 2023

SALARY: Commensurate with Experience **CLOSING DATE:** November 17, 2023

WORKWEEK: 35 hours (NL)

DIVISION/LOCATION: Division of Audits

At the New Jersey Board of Public Utilities ("Board"), you will work as part of a highly effective and collaborative team to assure that all members of the public who require utility services receive safe, adequate, and proper service.

GENERAL DESCRIPTION: Under supervision of the Director in the Division of Audits, assists in managing Division staff; attends to administrative functions in coordination with, and in the absence of, the Director; manages and tracks work assignments and performs other related duties.

WORK RESPONSIBILITIES

- Assist the Director with managing the day-to-day operations of the Division. In cooperation with the Director, coordinate and manage all stages of management and financial audits; the processing of licensing and registration applications and related matters, and all other matters within the financial and management bureaus including annual assessments.
- In cooperation with the Director, creates, manages and leads, as appropriate, various cross- functional teams and managers in respective functional areas to address the audits and matters in the division.
- Review administrative rules and proposed revisions/modifications thereto and provide timely responses and comments to proposed rules.
- Prepare presentations in support of the Division positions in order to brief the Executive Director and Commissioners in connection with Board Agenda Meetings, present agenda items and be prepare to present and brief the above parties in the absence of the Director.
- Provide the substantive technical input and advice on regulatory and policy matters, to support positions on recommendation in audit reports, implementation orders and

developing positions on other matters in the division.

- Monitor emerging trends in utility regulation through participation in industry and regulatory groups. Work closely with the Attorney General's Office in cases before the Office of Administrative Law.
- Provide regular briefings to the Director on matters within the Division.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in accounting, economics, finance, business administration. An advanced degree is preferred but not required.

EXPERIENCE: Five (5) to Seven (7) years' experience working in a regulatory environment with a minimum of three (3) years' experience supervising managers and analysts. Candidate must have experience involving the operations, auditing and/or regulation within the regulated utility industry, including familiarity with utility regulatory policies, standards and procedures.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative acuity, delegation, interdepartmental cooperation/liaison, development of subordinates, and organizational awareness and discretion are required. Good communication and leadership skills are necessary.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

OPEN TO THE FOLLOWING: Open to New Jersey residents.

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.

WORK AUTHORIZATION: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or call at 833-691-0404.

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**

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