



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.: 67-2023

EXISTING VACANCIES: One (1)

TITLE: Supervising Administrative Analyst (Deputy Director)

OPENING DATE: October 30, 2023

SALARY: \$96,099.57 – \$137,348.82

CLOSING DATE: November 10, 2023

WORKWEEK: 35 hours (NL)

DIVISION/LOCATION: Division of Customer Assistance

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.

GENERAL DESCRIPTION: Under general supervision of the Division Director, assists in the managing Division staff; directs the review, analysis, and appraisal of administrative procedures/policies, organizational structure, and performance, to safeguard the citizens of New Jersey by improving the efficiency and effectiveness of operations of the Division.

WORK RESPONSIBILITIES

The successful candidate will, in absence of Director oversee the Board’s Division of Customer Assistance, including supervising and training of all Division staff.

- Supervises all Division staff. Oversees the planning, organization, and assignment of work within Division.
- Thoughtfully presents enhancements and/or proposes policy or procedural changes within Division.
- Supervises the preparation of presentations in support of the Division’s positions in order to brief the Commissioners and Senior Staff in connection with Board agenda meetings, including presenting agenda items.
- Oversees compliance with Board rules, regulations and practices. Supervises the maintenance of records, reports, and files.
- Interacts with customers, utilities, and stakeholders to ensure all aspects of the regulations are followed.

- Has oversight of work related to all aspects of processing consumer complaints, including both informal and formal matters.
- Supports the work of the entire Division and acts as a team member to protect the citizens of the State of New Jersey.
- Does other related duties as required.

REQUIREMENTS

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

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

EXPERIENCE: Five (5) years of 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.

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

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 BPU employees serving in a permanent capacity who meets the requirements stated above.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample and Personal Relationships Disclosure Form ([Click Here](#)). 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**

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

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