



**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.: 69-2023**

**TITLE:** Administrative Analyst 3,  
Information Systems (CPF Project Manager)

**SALARY:** \$72,836.90 – \$103,620.41

**WORKWEEK:** 35 hours (NL)

**EXISTING VACANCIES:** One (1)

**OPENING DATE:** October 30, 2023

**CLOSING DATE:** November 17, 2023

**DIVISION/LOCATION:** Office of  
Broadband

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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 general supervision of the Director of Broadband or other supervisory position, manages \$50 million Capital Project Funds grant. Performs the analysis and evaluation of internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency business needs/initiatives; provides recommendations in support of the agency’s business needs; does other related duties as required.

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### **WORK RESPONSIBILITIES**

- Prepares and/or reviews various standard and ad hoc reports for OBC and federal reporting.
- Takes the lead and/or participates in the gathering and development the Office of Broadband Connectivity inspection and the case management solutions, including participating in Joint Application Design (JAD) sessions.
- Oversees the training and development of instructional manuals/materials needed for local governments and sub-grantees on grant-related activities and applications used to connect with the OBC.
- Establishes and maintains accurate control records and follow-up procedures for all ongoing projects.
- Identifies risks relative to broadband grant procedures/processes and IT systems/services while working with multiple state agencies and interacting with outside applications.

- Assists internal and/or contracted programmers in the resolution of work problems related to flow charts, project specifications, or programming.
- May serve as System Administrator; administers and maintains system security rules and policies; tracks and evaluates program performance, databases, or production systems; provides system support to users.
- Acts as liaison between the department/agency and involved parties such as, but not limited to, local/state/federal government agencies, business stakeholders, teams, vendors, and various external entities.

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## **REQUIREMENTS**

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

**EXPERIENCE:** Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

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

**NOTE:** A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated 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.

**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.

**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.*