



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.: 76-2023

EXISTING VACANCIES: One (1)

TITLE: Analyst Trainee

OPENING DATE: October 30, 2023

SALARY: \$46,431.86 – \$48,531.07

CLOSING DATE: November 17, 2023

WORKWEEK: 35 hours (35)

DIVISION/LOCATION: Office of the
Economist

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 the direction of the Chief Economist, the trainee will work with Office of Economist staff on matters before the Board. The Analyst Trainee analyzes the economic impacts and benefits and costs of policies, rate cases and other matters before the Board including rules, regulations, and decisions; and provides recommendations; and carries out other related duties, as assigned.

WORK RESPONSIBILITIES

- Reviews assigned projects; learns to identify the information, tools and research methods’ required for project completion.
 - Learns to review, interpret and evaluate data or other information.
 - Learns to collect and compile data and other information required to complete analytic studies.
 - Learns to prepare charts, graphs and other pictorial materials.
 - Learns to review and evaluate documents to ensure compliance with State, Federal or other requirements.
 - Learns to research current industry information.
 - Prepares clear, sound, accurate and informative reports containing findings, conclusions and recommendations for improvements.
 - Assists in preparation of reports.
 - Maintains records and files.
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REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. A degree in economics, finance, accounting, business administration, public administration, engineering, or other physical science, is preferred.

NOTE: Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title: Administrative Analyst 1. *The inability of an employee in a trainee title to successfully attain a level of performance warranting advancement shall be considered cause for separation.*

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.

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.

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.

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**

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

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