



PHIL MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

State of New Jersey
BOARD OF PUBLIC UTILITIES
44 South Clinton Avenue
Post Office Box 350
Trenton, New Jersey 08625-0350
www.nj.gov/bpu/
(609)777-3300

Christine Guhl-Sadovy
President

Dr. Zenon Christodoulou
Commissioner

Marian Abdou
Commissioner

Michael Bange
Commissioner

NOTICE OF VACANCY

POSTING: 48-2024	OPENING DATE: AUGUST 6, 2024	CLOSING DATE: AUGUST 20, 2024
TITLE: ADMINISTRATIVE ANALYST 4	WORKWEEK: 35 HOURS (NL)	EXISTING VACANCIES: 1
SALARY: \$89,575.39 – \$127,744.57	DIVISION/OFFICE: DIVISION OF CLEAN ENERGY	

OPEN TO: State employees who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements and experience stated on the vacancy.

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 general direction of the Bureau Chief or other supervisory position, the analyst will perform technical work involved in budget analysis, including the preparation of detailed reports. Also, the analyst will work closely with the Office of Budget and Finance to diligently ensure successful implementation of fiscal, budget, and administrative matters as they relate to the Division Clean Energy’s programs. The successful candidate must be extremely organized and feel confident working with numbers.

WORK RESPONSIBILITIES

- Lead Clean Energy Division staff in the development of annual budget, goals, objectives, program performance indicators and progress tracking metrics for various Clean Energy programs. Develop and manage the review and completion of compliance filings, memos, Board Orders, Reports, RFPs/RFQs, and other documents.
- Assist with the QA/QC of program invoices and reconciliation process with Fiscal. Conduct regular reviews of budget expenses and commitments in order to track against approved program funding.
- Monitor tracking of federal grants and funding opportunities and assist Division staff in financial oversight and reporting.
- Responsible for overseeing staff in daily monitoring of budget and spending to ensure that all spending, reporting and compliance requirements are met.
- Coordinating with Treasury, Division Director and the Chief Fiscal Officer along with Division staff to manage the procurement and contract needs of the Division.
- Strategize and lead efforts on the development of the Clean Energy Program’s budget, including working closely with contract managers, the Program Administrator, and the Office of Budget and Finance to provide sufficient oversight, transparency and determination of the proper level of funding.

- Oversight responsibilities include managing staff to review and track invoices and spending, monitor new State budget developments to determine their impact on the Clean Energy Program.
- Perform policy review and analysis on clean energy issues, when needed.
- Update program performance indicators and progress tracking metrics for the Clean Energy Program, so they can be effectively communicated. Manage staff in oversight and preparation of financial reports for the Program Administrator to reconcile program expenses.
- Participate in budget meetings with the Program Administrator and contract managers to receive updates on the status of programs and help address potential funding concerns.
- Oversee staff in utilizing essential accounting systems, including NJCFS, Business Objects, and IMS, to gather and analyze program data.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience involving 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.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

Possession of a Master's Degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

RESUME NOTE: Eligibility determination will be based upon information presented on the resume and/or education documents provided. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

GENERAL INFORMATION

- **BENEFITS:** For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.
- **HOURS OF WORK:** The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.
- **STATE AS A MODEL EMPLOYER (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. [The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)

- **TELEWORK:** This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.
- **WORK AUTHORIZATION:** In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

RESIDENCY REQUIREMENTS

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following:

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>

APPLICATION INSTRUCTIONS

Qualified candidates are welcome to submit a letter of interest, resume, writing sample, a completed [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#) along with your best contact number and email address to: humanresources@bpu.nj.gov.

(Subject line must include the specific job posting number).

If you would like to mail your application, you may send it to the following address:

NJ Board of Public Utilities
Office of Human Resources
44 S. Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625

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