



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 058 - T	ISSUE DATE: March 11, 2024	CLOSING DATE: March 25, 2024
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TITLE: Administrative Analyst 2	OPEN TO: Department Wide (Treasury Employees)
DIVISION: Taxation	TITLE CODE: 50073 RANGE: P21
UNIT: Office of the Director	WORKWEEK: NE (35 hours)
LOCATION: 3 John Fitch Way, Trenton, NJ	SALARY RANGE: \$60,062.18 - \$85,033.04

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Taxation is seeking an Administrative Analyst 2 to work within the Directors' office under the limited supervision of an Administrative Analyst 4, or other supervisory official, focusing on Human Resources matters. Will be responsible for reviewing department programs and activities and evaluating their administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments using established procedures and standards. Appraises the effectiveness of operating systems and assists in the development of the organizational structure and methods of operation necessary for the performance of existing, new, or expanded functions. Will be responsible for reporting systems for assessing agency performance including workload volume, backlog, and preparation of agency operating manuals. Determine whether department activities and programs are essential to good government and are carried on economically and efficiently. Plan, conduct, and develop analytical studies of existing operations and routines to determine the feasibility of data processing and make recommendations. Performs other related duties.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

Requirements: Six (6) 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 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 two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and two (1) years of the above-mentioned professional experience.

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



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IMPORTANT NOTES

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting by the closing date. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml> or email: CSC-SAME@csc.nj.gov

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your initial application.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by **5:00 p.m. on March 25, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list "**2024 - 058 - T Administrative Analyst 2**" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer