



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

March 19, 2021 NOTICE OF JOB VACANCY #21-117

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Highway Traffic Safety, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Administrative Analyst 1
SALARY: \$49,990.39 to \$70,585.54
LOCATION: Division of Highway Traffic Safety
Fiscal Unit
140 East Front Street, 7th Floor
Trenton, NJ 08628

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction of a supervisory official in the Division of Highway Traffic Safety, Department of Law & Public Safety, will be responsible for ensuring that all Federal and State funds expended are allowable and in accordance with established guidelines and OMB Circulars. Monitors grant expenditures to determine if costs are allowable as per the approved grant budget, Federal and/or State regulations and OMB circulars. Audits grant reimbursement requests and expenditure reports in accordance with OMB Circular A-87 and Treasury Rules. Responds and provides requested information as needed to bring State and Federal audits to a successful conclusion. Processes interdepartmental charges. Reconciles and processes payments as well as close out grants. Responsible for purchasing, bid and contract review. Assists in the coordination of the Division's Drunk Driving Enforcement Fund; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of 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.

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.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date. Failure to do so may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-117, a current resume on or before the closing date of April 2, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

