

STATE OF NEW JERSEY

Philip D. Murphy
Governor

VACANCY ANNOUNCEMENT

Sheila Y. Oliver
Lt. Governor

OPEN TO: CURRENT STATE EMPLOYEES

B. Sue Fulton
Chair and Chief Administrator

POSTING #: MVC: 2021-55	ISSUE DATE: 03/19/2021	CLOSING DATE: 04/02/2021	
TITLE: SUPERVISING ADMINISTRATIVE ANALYST	RANGE/TITLE CODE: &32/61652	SALARY: \$90,556.76-\$129,427.04	
UNIT: MV45 – PROCUREMENT	LOCATION: TRENTON	WORKWEEK: NL	# VACANCIES: 1

GENERAL DESCRIPTION:

Under general supervision of a supervisory official, directs the review, analysis, and appraisal of administrative procedures/policies, organizational structure, and performance for a small state department, large division, or agency to improve efficiency/effectiveness of operations of the organizational unit; supervises subordinate administrative analysts; has charge of work concerned with data processing, administrative practices, budget, and/or other operational studies of the department/agency; does other related duties as required.

NOTES: The Supervising Administrative Analyst must have excellent customer service skills, written and verbal communication abilities, as well as a strong understanding of state procurement process, analytical and reporting capabilities, technical writing and computer proficiencies with Microsoft products such as Excel, Outlook and Word with a robust working knowledge of the state purchasing and financial systems, NJ Start, MACSE, Business Objects and CFS. Fluency in each program is preferred. Additional preferred qualities for any Supervising Administrative Analyst candidate include advanced procurement and analytical skills with a thorough understanding of category management analysis, commodity code categorization procedures, best practice sourcing processes, supplier management and quantitative make or buy decision criteria.

To obtain the best value for the Commission, the ability to understand and consistently apply sound procurement practices are required from all procurement personnel. The Supervising Administrative Analyst shall guide, supervise and approve development of written specifications, project plans, statements of work for Request for Proposals and Quotes (RFP & RFQ, respectively). The Supervising Administrative Analyst shall oversee specific RFP & RFQ content development such as intent, scope and deliverables, as well as proposal evaluation process and execution of contract award recommendations. Experience with state purchasing procedure and knowledge of IT and service-related procurements is preferred.

The Supervising Administrative Analyst shall, as requested by the Procurement Director, develop data analysis and report processing assignments designed to improve the operational efficiency and efficacy of the organizational unit. This responsibility includes performing comprehensive review and providing data-supported recommendations to the Procurement Director to improve administrative practices, budget, and/or other relevant operational studies. The Supervising Administrative Analyst shall perform other related procurement and supervisory duties as required, including providing authorized representation for the Procurement Division Director and the NJMVC as necessary.

REQUIREMENTS: (EDUCATION/EXPERIENCE/LICENSES)

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

EXPERIENCE: Five (5) years of experience in 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, two (2) years of which shall have been in a supervisory capacity.

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, Economics, Finance, Accounting, or Business Administration may be substituted for one (1) year of indicated nonsupervisory 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 necessary to perform the essential duties of the position.

OPEN TO THE FOLLOWING: Current New Jersey State employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.

Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment.

Applications can be found at: <https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf>

FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts and personal relationships disclosure statement (Attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. Send to:

MAIL: New Jersey Motor Vehicle Commission Attn: HR Recruiter 225 East State Street P.O. Box: 050 Trenton, NJ 08666	ELECTRONIC FILING: mvchrrecruiter@mvc.nj.gov
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INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.

JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

**MOTOR VEHICLE COMMISSION
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

_____ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

_____ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

Name	Relationship	Division and Work Location

Additional Space Needed for Disclosure YES NO **If YES, write disclosure on back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____
 Applicant/Employee’s Signature _____ Date: _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.