

STATE OF NEW JERSEY

## VACANCY ANNOUNCEMENT

**OPEN TO: CURRENT STATE EMPLOYEES**

**Philip D. Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**B. Sue Fulton**  
Chair and Chief Administrator

<b>POSTING #:</b> MVC: 2021-82	<b>ISSUE DATE:</b> 03/19/2021	<b>CLOSING DATE:</b> 04/02/2021	
<b>TITLE:</b> ADMINISTRATIVE ANALYST 3, PROCUREMENT	<b>RANGE/TITLE CODE:</b> P26/50075D	<b>SALARY:</b> \$68,635.84-\$97,643.83	
<b>UNIT:</b> MV45/PROCUREMENT	<b>LOCATION:</b> TRENTON	<b>WORKWEEK:</b> NL	<b># VACANCIES:</b> 1

**GENERAL DESCRIPTION:**

Under general supervision of an Administrative Analyst 4, Procurement or other supervisory official in a state department, institution, or agency, assists in the review and analysis of procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; does related work as required.

**NOTES:** To ensure efficient and effective procurement and obtain the best value for the Commission the Administrative Analyst 3 may be assigned to review the work of lower level contract administrators and support personnel. The Administrative Analyst 3 shall assist in the review and analysis of various procurement transactions, proposals, goods, commodities or services and must perform other related procurement and purchasing duties as required.

The Administrative Analyst 3 should have excellent analytical, technical writing and customer service skills, written and verbal communication abilities, and computer proficiencies with Microsoft products such as Excel, Outlook and Word and a good working knowledge of the state purchasing and financial systems, NJ Start, MACSE, Business Objects and CFS. Fluency in each program is preferred. The Administrative Analyst 3 should possess a thorough overall understanding of contract development requirements and procedures. The Administrative Analyst 3 should hold a strong understanding of state procurement process with demonstrated analytical and reporting capabilities. Experience with and knowledge of IT-related procurements is preferred.

Comprehensive understanding of commodity codes, category management, best practice contract sourcing processes, supplier management and make or buy decision criteria are preferred qualities for any candidate. The ability to understand and consistently apply sound procurement practices are required from all procurement personnel.

**REQUIREMENTS: (EDUCATION/EXPERIENCE/LICENSES)**

**EDUCATION:** A Bachelor's degree from an accredited college or university.

**EXPERIENCE:** Three (3) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

**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 credit hours being equal to one (1) year of experience.

**NOTE:** A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substitute for 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 necessary to perform 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

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 partner<sup>1</sup> 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 Location	Relationship	Division and Work

**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: \_\_\_\_\_

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