



New Jersey Board of Public Utilities

44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

POSTING NO.: 15-2024

EXISTING VACANCIES: One (1)

TITLE: Analyst Trainee

OPENING DATE: February 29, 2024

SALARY: \$48,056.98 - \$50,229.66

CLOSING DATE: March 27, 2024

WORKWEEK: 35 hours (35)

DIVISION/LOCATION: Office of
Broadband

At the New Jersey Board of Public Utilities (“Board” or “BPU”), 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 direction of the Director of Broadband, Administrative Analyst 4, or other supervisor position, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

WORK RESPONSIBILITIES

- Learn to analyze current operational procedures, Board of Public Utilities’ rules and approval practices; determines feasibility for automation, identifies problems or areas for improvements, and develops solutions.
- Learns to reviews the Board agenda approval process to determine areas in which the OBC’s deliverables can be automated.
- Recommends enhancements or new systems, application software, or services to improve production or workflow and to meet current and projected broadband office needs.
- Learns to prepare and/or reviews various standard and ad hoc reports for OBC and federal reporting.
- Learn to establish and maintains accurate control records and follow-up procedures for all ongoing projects.
- Learns to identify risks relative to Broadband grant procedures/processes and IT systems/services and takes the lead in the development of risk mitigation plans.

- Learns to assist internal and/or contracted programmers in the resolution of work problems related to flow charts, project specifications, or programming.
- Establishes and maintains records and files.

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. Four (4) years of professional experience relevant to the position.

NOTE: Please refer to the Advancement section located at the bottom of this title specification for comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

OPEN TO THE FOLLOWING: Open to New Jersey residents.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

WORK AUTHORIZATION: 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.

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.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript indicating the date the degree was conferred (required), the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov
Visit us at <https://nj.gov/bpu/>**

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