



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

DATE OF POSTING: November 7, 2007

DATE OF CLOSING: November 21, 2007

TITLE: Administrative Analyst 1, Reliability & Security

SALARY: \$65,483.70 – \$93,387.12

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Reliability & Security
Newark Office

GENERAL DESCRIPTION: Under supervision of the Director of the Division of Reliability & Security, performs duties, which includes supervising staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision therein.

Work Responsibilities:

- Works with the Division Director in identifying and implementing solutions to problem areas and supports the provision of outstanding service to clients and stakeholders.
- Represents the Director on BPU workgroups, inter Division assignments and initiatives with other state and federal jurisdictions including the Office of Homeland Security & Preparedness, New Jersey Office of Emergency Management and Government/Industry Workgroups.
- Works with operational subject matter experts to develop briefings, presentations and work product.
- Responsible for Agenda planning and interface with Commissioner staff.
- Drafts periodic and special reports for Director, Senior staff or Commissioners related to Division activities and initiatives.

- Stimulates new techniques/methods to improve administration and to accomplish organizational goals.

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

EXPERIENCE: Four (4) years 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 the 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.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

OPEN TO THE FOLLOWING: Open to BPU employees who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements stated above.

The State of New Jersey is an Equal Opportunity Employer.

**PLEASE FORWARD ALL RESUMES & COVER LETTERS VIA MAIL,
FAX, OR EMAIL TO:**

Linda Alford-Fennell, HR Manager
Board of Public Utilities
Office of Human Resources
Two Gateway Center
Newark, NJ 07102
973-648-2675
973-877-1168 (FAX)
linda.alford-fennell@bpu.state.nj.us