ANTICIPATED JOB VACANCY

JOB POSTING #: 05-2020

DATE OF POSTING: January 23, 2020

DATE OF CLOSING: February 13, 2020

TITLE: Analyst Trainee

SALARY: $43,753.77 – $45,731.91

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of Cable Television & Telecommunications

GENERAL DESCRIPTION: Under the direction of the Director of the Office of Cable Television and Telecommunications or other supervisory official 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 various filings and reports; does other related work.

Work Responsibilities:

- Performs the review, analysis, and appraisal of current federal and state processes and procedures for both municipal consent-based and system-wide cable television franchises for the state’s 566 municipalities.

Municipal consent-based cable television franchises

- Assist with administering municipal consent-based cable television franchise renewal process in Northern New Jersey.
- Send letters to municipalities initiating renewal process.
- Assist with reports on status of cable television company to requesting municipalities.
• Learn the municipal consent application process: send letters to municipalities regarding responsibility under rules; request review by accounting and inspection and enforcement staffs; send letters to companies regarding any deficiencies noted.
• Correspond with public/municipal/legislative officials on all queries regarding franchise process
• Prepare all paperwork and process filings for submission for Board Agenda review.
• Monitor franchise conditions to ensure completion by company.
• Monitor and maintain franchise expiration list.

System-wide cable television franchises

• Send letters to companies initiating renewal process.
• Assist with writing ascertainment reports.
• Learn to process applications filed for renewal of system-wide franchises.
• Schedule and attend requisite public hearings.
• Prepare all paperwork and process filings for submission for Board Agenda review.

Rulemakings/Administrative Code revisions

• Assist with drafting rule proposals and agenda items.
• Interact with interested parties regarding rulemaking proposals.
• Assist with responding to comments; draft adoption/re-adoption notice/agenda items.

Complaints

• Investigate and resolve franchise issues and complaints regarding contract non-compliance.

Liaison

• Interpret state and federal cable television law for municipal officials, attorneys and general public.
• Analyze and provide review of proposed legislation affecting cable television franchising/service obligations.

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

OPEN TO THE FOLLOWING: Open to NJ Residents.

NOTE: 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.
The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL TO:

NJ Board of Public Utilities
Office of Human Resources
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov