



**INVESTIGATIVE DATA SPECIALIST
INVESTIGATIONS DIVISION
NEW JERSEY OFFICE OF THE STATE COMPTROLLER**

Description:

The Investigations Division of the Office of the State Comptroller detects and uncovers misconduct, abuse, and waste at all levels of New Jersey government by investigating the mismanagement of public funds and the performance of government officers, employees, and programs. The Division's Investigative Data Specialist will develop and model, in conjunction with investigators and analysts, confidential and sensitive data collection activities to support investigations of public entities, including but not limited to state authorities, agencies, local and municipal governments, and school boards, for the purpose of detecting, reporting upon, and remediating fraud, abuse, waste, and corruption.

Responsibilities:

- Assists the Director in the development and coordination of appropriate protocols to collect and analyze data for potential use related to pending or potential investigations.
- Develops new methods and models to organize data research and collection activities, as well as appropriate criteria and measures to analyze and interpret such data in support of pending or potential investigations.
- Identifies, mines, and extracts essential information from commercial and open sources, and synthesizes the information into an easily digestible and accessible format.
- Uses statistical tools to interpret data sets, paying particular attention to trends and patterns that could be valuable for diagnostic and predictive analytics efforts in furtherance of pending or potential investigations.
- Receives and analyzes complaints and referrals utilizing available data sources to determine investigatory merit.
- Analyzes and interprets complex data sets from external agencies to identify data trends and/or anomalies for potential investigations.
- Assists in the development and maintenance of analytical and investigative databases to support Division investigations.
- Assists Division attorneys and investigators in developing and implementing investigative plans.
- Develops a continuing and comprehensive expertise in public sector data analytics, applicable laws, regulations, standards, and best practices.

Requirements:

- A Bachelor's degree from an accredited college or university.
 - **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.
 - A Master's degree in Public Administration, Business Administration, Data Science, Data Analytics, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.
- Three (3) 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 analysis of data sets used by a government agency. Maintaining Excel files without comprehensive quantitative analysis does not meet this experience requirement.
- Highly proficient in Excel and/or Access, with the ability to analyze and manipulate data using pivot tables, formulas such as VLOOKUP, and/or macros.
- Possession of an International Association of Law Enforcement Intelligence Analysts (IALEIA) certification preferred, but not required.

The ideal candidate shall have the following skills and experience:

- Excellent writing and communication skills.
- Proficient in Excel, Access, I2 Analyst's Notebook, and other data analytics software.
- Ability to independently identify potential issues and offer resolutions.
- Detail-oriented to complete job responsibilities in accordance with specifications.
- Strong organizational skills to meet deadlines.

Candidates may be administered an Excel skills test prior to interview.

Interested candidates should submit a cover letter, resume, writing sample and three references to:

Paola Belardo
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

New Jersey is an Equal Opportunity Employer