



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
(Filling of this position is contingent upon further approval process)
Posting Number: SRWMP21-08

DIVISION/PROGRAM DEPARTMENT NJ STATE EMPLOYEES GENERAL PUBLIC

TITLE: Administrative Analyst 4

SALARY: (R29) \$78,796.60 - \$112,372.72

OPENING DATE: March 8, 2021

CLOSING DATE: March 23, 2021

EXISTING VACANCIES: One (1)

WORKWEEK: NL (35-Hour) Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Site Remediation and Waste Management Program
Division of Enforcement, Technical and Financial Support
Bureau of Fiscal Support & Contract Administration
401 East State Street, 6th Floor
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to permanent employees in a competitive title in the State who meet the requirements below.

DESCRIPTION: Under the general supervision of a supervisory official in a state department, institution, or agency, performs duties of significant difficulty and/or supervises staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision therein. Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

SPECIFIC TO THE POSITION: This position directly supervises Administrative Analysts in the Office of Direct Billing and Cost Recovery. The candidate for this position will simultaneously manage numerous cost recovery cases where public funds owed to the Department number in the hundreds of millions. This universe of cases consists of sites that have undergone remediation by the NJDEP, using public funds, where the responsible entities are either unable or unwilling to remediate on their own. Emergency Response cases are also a part of this universe.

The primary functions of this position include: Acting as a liaison between SRWMP and assigned Deputy Attorneys General (DAGs) from the Division of Law. DAGs are assigned to assist the program in the legal pursuit of recalcitrant, responsible entities and the pursuit of unreimbursed costs owed. The supervisor will be responsible for coordinating file reviews and meetings that involve the relevant DAGs, and to respond to inquiries and information requests from that.

Levying Spill Compensation and Control Act liens on physical property and/or the personal assets of responsible entities, assisting DAGs in the filing of judicial judgments, identifying and locating responsible entities and evaluating financial viability means and insurance policies. Liens are filed to protect the state's interest to recover public fund expenditures as well as unreimbursed LSRP annual site remediation and permit fees, unreimbursed emergency response expenditures, and unpaid direct oversight billing.

Assigning and vetting cost runs. The supervisor is required to assign, analyze and vet the cost runs, providing comments to the Assistant Director for confirmation. The supervisor must become familiar with a recently developed, program-wide database used to produce cost run reports via NJEMS.

Organize, schedule, and compose agendas for the monthly cost recovery meetings, which include various managers and personnel from the SRWMP's two divisions, the Office of Natural Resource Recovery, and the Division of Law.

Develop and draft workplans to provide to a contractor to determine financial viability, assist with responsibility determinations, insurance evaluations, and in some instances, technical support for site investigations.

The applicant must possess capable writing and oral communication skills, required to respond to written correspondence and telephone inquiries, and for the composition of and discussion of cost recovery policy with Division managers.

Supervisor of Neutral Agency Officer (NAO) - This position also supervises one additional, part-time employee, who serves as the Neutral Agency Officer in the capacity of addressing Spill Act lien challenges. This function requires drafting letters of acknowledgement to Spill Act lien challenges and overseeing the letters and e-mails issued by the NAO. Also, oversees the status and settlement actions involving the Spill Act lien challenges.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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. A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated 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 the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran’s Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Sarah Barrett
Site Remediation and Waste Management Program
PO Box 420; Mail Code 401-06
Trenton, NJ 08625-0420
E-mail Address: SRWMP.Resumes@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

**Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer**