NEW JERSEY DEPARTMENT OF STATE  
P.O. Box 459 Trenton, NJ 08625

NOTICE OF JOB VACANCY
Pending Approval

ISSUE DATE: 07/08/2022  CLOSING DATE: 07/29/2022

OPEN TO: Interested individuals who meet the requirements
POSTING # STA-2022-027

DIVISION: Division of Administration
SALARY: $96,099.57 - $137,348.82

TITLE: Supervising Administrative Analyst

POSITION DESCRIPTION:
Under general supervision of a supervisory official, directs the review, analysis, and appraisal of administrative procedures/policies, organizational structure, and performance for a small state department, large division, or agency to improve efficiency/effectiveness of operations of the organizational unit; supervises subordinate administrative analysts; has charge of work concerned with data processing, administrative practices, budget, and/or other operational studies of the department/agency; does other related duties as required.

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

EXPERIENCE:
Five (5) years of experience in 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, two (2) years of which shall have been in a supervisory capacity.

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, Economics, Finance, Accounting, or Business Administration may be substituted for one (1) year of indicated nonsupervisory experience.

LICENSE: Appointee 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 essential duties of the position.

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. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number (2022 – 027), resume, employment application (employment application can be found here) https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf by close of business (5:00PM) on the closing date to Employment.Recruiter@sos.nj.gov
The New Jersey Department of State is an Equal Opportunity Employer