



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR25-0022

ISSUE DATE: 1/30/2025

TITLE: Administrative Analyst 3

CLOSING DATE: 2/4/2025

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Operations

LOCATION: Trenton, NJ

SALARY RANGE: P26: \$78,024.71 - \$111,000.80

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under general supervision by a supervisor in a state department, review department programs and activities, evaluating their administration, objectives, efficiency, and effectiveness. Appraise the adequacy and effectiveness of operating systems and assist in developing organizational structures and operational methods. Conduct analytical studies of existing operations to determine the feasibility of data processing applications and make recommendations for implementation. Provide policy guidance and assistance with implementation at the staff level. This may include trainings and demonstrations. Assist in installing reporting systems to assess team performance, including workload volume, backlog, and general caseload management. Manage scheduling tools and data entry throughput. Provide technical assistance, as needed. Provide process subject matter expertise in all business processes which includes construction. Review and prepare project scoping documentation and maintain data accuracy throughout the projects lifecycle. Qualified candidates should have strong analytical and problem solving skills, proficiency in data analysis and reporting, excellent communication skills and organizational skills, and experience with administrative evaluations.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional 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.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

SPECIAL TRAINING: ..

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.

ADDITIONAL NOTES: The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, resume1@dca.nj.gov or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR25-0022
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: 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. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer