



New Jersey Board of Public Utilities
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

POSTING NO.: 19-2023

EXISTING VACANCIES: Two (2)

TITLE: Program Specialist Trainee

OPENING DATE: March 16, 2023

SALARY: \$46,431.86 - \$48,531.07

CLOSING DATE: April 6, 2023

WORKWEEK: 35 hours (NE)

DIVISION/LOCATION: Division of Clean Energy

The Board of Public Utilities is a great place to work

You will be part of a highly effective and collaborative team working to achieve New Jersey's ambitious and important clean energy goals in the areas of offshore wind, electric vehicles, solar, energy efficiency and more! This position is a great opportunity for the right candidate looking to start a career in the clean energy field.

You will be working alongside a team of dedicated professionals in the Division of Clean Energy at the New Jersey Board of Public Utilities working to achieve 100 % clean energy for the State and managing and coordinating the clean energy initiatives of the State of New Jersey.

You will be working to implement the State's [Energy Master Plan](#), statutory guidance, and Executive Orders, and will work with colleagues at other agencies and departments across State government to achieve New Jersey's clean energy goals.

You will also be helping to grow the clean energy economy in New Jersey that will lead to long-term careers in clean energy for our residents, stimulate the economic growth of the state, and develop programs that will serve as a model for other states and the federal government to follow to transition our society to a clean energy future. And through work with the Office of Energy Equity in the Division of Clean Energy, you will help to assure the access to the benefits of the clean energy revolution to all residents of the State.

GENERAL DESCRIPTION: Under the general direction of the Director or other supervisory position in the Division of Clean Energy, will assist in professional, analytical, and administrative work to promote the planning, operation, implementation, monitoring and/or evaluation of our programs.

WORK RESPONSIBILITIES

- Learn to review, analyze and summarize laws, rules, regulations, policies and procedures.

- Learn about renewable energy (including solar and offshore wind), energy efficiency, building electrification, electrified transportation, and more.
- Participate in projects and discussions that will help shape New Jersey’s clean energy policies, and develop reports comparing existing and alternative program policy designs and recommendations.
- Collaborate with other New Jersey Departments and Agencies, with other states and federal agencies, and engage with and learn from professionals across the country and world.
- Learn and participate in the Stakeholder processes and assist with constituent services and outreach.
- Perform research, data collection and analysis on various clean energy programs in New Jersey, other states and other countries.
- Perform other tasks to advance New Jersey’s clean energy agenda.

REQUIREMENTS

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

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

OPEN TO THE FOLLOWING: Open to New Jersey residents.

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.

WORK AUTHORIZATION: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or call at 833-691-0404.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

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

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.