



**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\*\***

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**POSTING NO.:** 15-2023

**TITLE:** Analyst Trainee

**SALARY:** \$46,431.86 – \$48,531.07

**WORKWEEK:** 35 hours (35)

**EXISTING VACANCIES:** One (1)

**OPENING DATE:** March 2, 2023

**CLOSING DATE:** March 23, 2023

**DIVISION/LOCATION:** Division of  
Reliability & Security/Bureau of  
Underground Damage Prevention and Meter  
Testing

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**\*The Board of Public Utilities is a great place to work\***

You will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** Under the direction of a supervisor in the Bureau of One Call or other supervisory position, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

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### **WORK RESPONSIBILITIES**

- Provides administrative and analytical support to the Division's Underground Damage Prevention Bureau.
- Learns principles of planning, operating, implementing, and monitoring underground damage safety and enforcement programs.
- Contributes to research and analysis efforts. Identifies grant resources for the division's underground damage and prevention program.
- Learns the process for conducting One Call investigations. Prepares related reports including findings, conclusions and violations.

- Develops professional relationships and lines of communications with various agencies including the operator of the One Call Center and stakeholders.
- Learns to prepare the necessary informational materials and documentation to ensure effective functioning of the division's regulatory programs.
- Documents and responds to public and regulated sector inquiries and complaints.
- Maintains vital documents necessary for the bureau of underground damage prevention.
- Provides support to the meter testing program as per the State of New Jersey Administrative Code.
- Assists with the process of contact and responses to catastrophic emergencies.
- Learns to prepare visual materials, charts, tables and/or graphic representations needed for the planning, operation, and implementation of program activities.
- Learns to review, analyze and prepare written materials such as letters, reports, correspondence and other documents related to One Call and meter testing functions.
- Maintains effective working relationships with staff from other divisions.

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## **REQUIREMENTS**

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

**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 the essential duties of the position.

**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](mailto: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 (required), 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](mailto:humanresources@bpu.nj.gov)**

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

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