



## **Investigative Analyst–Special Initiatives New Jersey Office of the State Comptroller**

**Unclassified Administrative Analyst 4**

**Salary Range: P29 - \$89,575.39-\$127,744.57**

**Location- Newark, New Jersey**

**Eligible for remote work 2 days/week**

**Opening Date: 8-6-2024 & Closing Date: 9-30-2024**

### **About the Office:**

The Office of the State Comptroller (OSC) is an independent government watchdog. We make government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We monitor government expenditures, review public contracts, evaluate local and state programs, and oversee New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports. OSC has four divisions: Audit, Investigations, Medicaid Fraud (MFD), and Procurement. OSC also includes the Police Accountability Project and the COVID Compliance and Oversight Project. The divisions and projects established to accomplish the work of OSC are overseen by the State Comptroller and by Executive Staff.

### **About the Unit:**

OSC's Special Initiatives Unit is a newly established unit within OSC dedicated to addressing high-priority and sensitive issues central to OSC's statutory mission. The unit will conduct comprehensive, collaborative, and multi-disciplinary investigations into and reviews of a diverse array of matters. This initiative blends the expertise of attorneys, data and financial analysts, investigators, and other specialists to conduct impactful investigations and reviews and produce prompt, actionable reports and strategic advice to government officials and the public.

### **Responsibilities:**

- Oversee and conduct comprehensive special reviews and investigations into sensitive matters.
- Assist in identifying potential investigative issues, subjects, and targets.
- Supervise staff in developing, reviewing, and editing investigative plans and proposals.
- Assist in the drafting and issuance of public reports
- Utilize advanced investigative techniques and data analysis tools to identify and analyze financial discrepancies, red flags, and potential fraud.
- Perform quantitative and qualitative research in accordance with OSC's statutory powers.
- Conduct interviews, collect evidence, and prepare comprehensive reports documenting findings and recommendations.
- Stay informed of relevant federal and state laws, regulations, and accounting standards.
- Mentor and train staff and contribute to the development of investigative best practices.
- Maintain expertise in applicable laws, rules, regulations, and standards related to the work of the office. Work collaboratively with team members to identify issues, problem-solve, and recommend or implement follow-up actions.

### **Requirements:**

- Applicants must meet one of the following or a combination of both experience and education:
  - Eight (8) years of professional experience in complex civil or criminal investigations, with a focus on financial matters, involving the review, analysis, and evaluation of financial data, documentary evidence, digital evidence, or any combination thereof, which shall have included responsibility for conducting

comprehensive reviews and providing detailed, actionable reports and recommendations.

**OR**

- Possession of a bachelor's degree from an accredited college or university.
- Four (4) years of the above-mentioned professional experience.

**OR**

- Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting.
- Three (3) year of the above-mentioned professional experience.

**The ideal candidate will have the following skills and experience:**

- Experience with complex, sensitive investigations.
- Strong supervisory and leadership skills.
- Ability to clearly communicate complex quantitative and qualitative concepts.
- Excellent written and oral communications, including the ability to translate complex and interrelated information into presentations and analytical reports.
- Adept at handling multiple projects and prioritizing competing deadlines.
- Experience in the analysis and interpretation of New Jersey statutes and regulations, experience writing comprehensive reports.

**Interested candidates should submit a cover letter, resume, writing sample and three references to:**

Shama Nix  
Office of the State Comptroller  
P.O. Box 024  
Trenton, NJ 08625  
Email: [careers@osc.nj.gov](mailto:careers@osc.nj.gov)

**NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - 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.**

*The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.*

**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. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.**