



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0163

ISSUE DATE: 8/12/2024

TITLE: Research Analyst 3

CLOSING DATE: 8/17/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Legal and Regulatory Affairs

LOCATION: 101 S. Broad Street, Trenton, NJ

SALARY RANGE: P24: \$71,214.39 - \$101,098.35

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Review and analyze State and Federal laws pertaining to the programs using funds overseen by the Division. Coordinate with outside agencies and other subrecipients to conduct risk assessments determining the likelihood of compliance with applicable laws and guidance. Develop a schedule for monitoring projects and/or programs based on the risk assessment and agency priorities. Conduct on-site and/or remote compliance monitoring of the project and/or program by reviewing policies, procedures, contracts for compliance with State and Federal law. Review and analyze program policies, participant records, programmatic documentation, independent auditors’ reports, financial information and prior monitoring reports against the applicable law. Develop recommendations for corrective action. Prepare a report containing findings and recommendations for management review and approval prior to official issuance. Provide technical assistance.

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 in legal or legislative research, which shall have included the preparation of basic research and technical reports.
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, Political Science, Government, or other relevant area from an accredited college or university; and two (2) years of the above-mentioned professional experience.
OR
Possession of a Juris Doctor degree or bachelor of laws degree from an accredited law school.
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.

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
HR24-0163
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.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