



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026**

**POSTING NUMBER:** HR23-0048

**ISSUE DATE:** 3/14/2023

**TITLE:** Administrative Analyst 4

**CLOSING DATE:** 3/19/2023

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

**LOCATION:** 101 South Broad Street  
Trenton, NJ 08625

**SALARY RANGE:** R29 - \$83,619.58 - \$119,250.94

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Performs duties of significant difficulty and/or supervises staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision therein; Supervises staff and work activities; does other related duties as required.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

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

**EXPERIENCE:** Four (4) years of 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.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**SPECIAL TRAINING:** .

**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 essential duties of the position.

**ADDITIONAL NOTES: 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 to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. **DO NOT SUBMIT VIA THE DCA PORTAL.** For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

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

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**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  
HR23-0048  
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***