



Investigative Analyst Investigations Division

New Jersey Office of the State Comptroller

Unclassified Administrative Analyst 3 Salary Range – P26 \$72,836.90-\$103,620.41

Unclassified Administrative Analyst 4 Salary Range – R29 \$83,619.58-\$119,250.94

Opening Date: 10/10/2023 & Closing Date: 10/31/2023

About the Office:

The Office of the State Comptroller (OSC) is an independent State agency that oversees the Executive Branch of state government. Our mission is to 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 also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

The Investigations Division within OSC detects and uncovers fraud, waste, and abuse in New Jersey government through investigations, evaluations, inspections, and reviews. Among other activities, the Division monitors the performance of elected officials, public employees, and programs; uncovers waste and misconduct involving public funds; and releases reports that include findings and recommendations. ***Based on the level of experience, successful candidates will be placed in either an Administrative Analyst 3 or Administrative Analyst 4 title.***

Responsibilities:

- Participate in and assist with investigations, audits, performance reviews, and evaluations.
- Prepare written reports and guidance involving investigations.
- Prepare and enforce remediation plans for entities that are found by the State Comptroller to have deficient practices or procedures.
- Perform quantitative and qualitative research related to New Jersey's governmental entities and programs in accordance with OSC's statutory powers.
- Assist in the development and maintenance of analytical and investigative databases to support Division investigations.
- Conduct interviews of witnesses with information relevant to the Division's investigations, evaluations, inspections, and reviews.
- Collaborate with Division attorneys and investigators in developing and implementing investigative plans.
- Analyze and interpret complex data sets from external entities.
- Review records, files, financial statements and other documents in furtherance of investigations; prepare related reports and deliver advanced data science analyses.
- Apply knowledge and expertise in quantitative analysis, data mining, and the presentation of data to measure and communicate insights to Division management.
- Create charts, tables, and other visual representations of data to support investigations.
- Perform other duties and special projects, as assigned.

Requirements:

- A Bachelor's degree from an accredited college or university.
 - **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.
 - A Master's degree in Public Administration, Business Administration, Statistics, Mathematics, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.
- Five (5) years of experience leading complex financial investigations or conducting complex data driven investigations.
- Proficient in analyzing and understanding complex data sets from external entities to detect trends, identify risks, and determine areas of potential OSC investigations.

The ideal candidate will have the following skills and experience:

- Knowledge of local and state government in New Jersey.
- Ability to independently identify potential issues and offer resolutions.
- Highly skilled in Microsoft Office and Excel spreadsheets in particular.
- Ability to handle multiple tasks in an organized fashion.
- Excellent verbal and written communication skills.
- Comfortable tracking high-volume document demands/ productions –both electronic and paper.
- Comfortable handling sensitive information.
- Highly adaptable, flexible, and able to collaborate and seek guidance from all levels of staff.
- Strong attention to detail.

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

Shama Nix
Office of the State Comptroller
P.O. Box 024 Trenton, NJ 08625
Email: 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, or call CSC at (833) 691-0404.