



**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## AMENDED JOB VACANCY POSTING

<b>POSTING #:</b>	185-21	<b>ISSUE DATE:</b>	August 12, 2021
<b>TITLE:</b>	<b>ADMINISTRATIVE ANALYST 3 FISCAL MANAGEMENT</b>	<b>CLOSING DATE:</b>	August 26, 2021
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Revenue and Development 50 East State Street Trenton, NJ 08625		
		<b>RANGE:</b>	P26
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	\$70,008.56 - \$99,596.69

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** Applicants must provide a copy of their transcripts for this position. Failure to do so will result in ineligibility.

**DEFINITION:** Under the general supervision of an Administrative Analyst 4, Fiscal Management, or other supervisor, assists in supervising work activities involving planning and conducting management, statistical, organizational, fiscal, performance, and budget analyses of department programs; takes the lead in conducting cost benefit analyses and effectiveness surveys; where alternative programs are needed, assists in making evaluations and recommendations as required; does other related duties.

**SPECIAL NOTE:** This position will be responsible for the Cost Allocation Plans (DCF, DCP&P, DCSOC) and all associated data collection, reporting and revisions, the Maintenance Claim, and the Federal Grant reporting.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of accounting, business administration, economics, or finance courses.

**EXPERIENCE:** Three (3) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above 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 from an accredited college or university in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**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.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

### Electronic Filing:

Forward a cover letter, resume and transcripts in **PDF format**, saving all PDFs by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.