



PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

State of New Jersey
Office of the Public Defender
Human Resources
25 Market Street, 1st Floor
P.O. Box 850
Trenton, New Jersey 08625-0850

JOSEPH E. KRAKORA
Public Defender

August 30, 2021

Statewide Announcement
PROMOTIONAL OPPORTUNITY
ANNOUNCEMENT NUMBER: #2021-021
CLOSING DATE: September 10, 2021

Open to: State employees with permanent status in the competitive division who meet the requirements as listed in the current job specifications for the announced title.

POSITION: Administrative Analyst 4, Procurement

LOCATION: Office of the Public Defender
Office of Administration - Procurement
25 Market Street, 1st Floor, North Wing
Trenton, New Jersey 08625

SALARY: R-29 (\$80,372.53 - \$114,620.23)

NOTE: ALL PROMOTIONAL LISTS TAKE PRECEDENCE IN FILLING VACANCIES. ALSO, THIS OPPORTUNITY IS SUBJECT TO APPROVAL DUE TO CURRENT PROMOTIONAL AND HIRING RESTRICTIONS. APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

DEFINITION: Under the general supervision of a supervisory official in a state department, institution or agency, is responsible for analyzing procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does related work as required.

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

EXPERIENCE: Four (4) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

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 credit hours being equal to one (1) year of experience. A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

SPECIAL NOTE: Duties include, but are not limited to, serving as the Procurement Unit supervisor. This position is also responsible for Annual Waivers, serving as the primary analyst and the contract compliance reviewer, ensuring that all OPD non-State contract vendors are certified as Vendor Contract Compliant for each fiscal year. Candidates should have excellent customer service skills and ability to assist all OPD's professional services vendors.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

RESUME SUBMITTAL: Employees possessing the requirements listed, should forward a current resume and cover letter via email to Human.Resources@opd.nj.gov (Note: Include the announcement number and title in the subject line) or for those unable to file electronically, alternate filing by regular mail can be submitted to:

William Wander
Director of Human Resources
Office of the Public Defender
P.O. Box 850
Trenton, New Jersey 08625-0850

JOB POSTING AUTHORIZED BY:



William Wander, Human Resources Manager

New Jersey is an Equal Opportunity Employer