



BOARD OF PUBLIC UTILITIES NOTICE OF VACANCY



POSTING: 27-2026	OPENING DATE: APRIL 22, 2026	CLOSING DATE: JUNE 12, 2026
TITLE: ANALYST TRAINEE	WORKWEEK: 35 HOURS (35)	EXISTING VACANCIES: 1
SALARY: \$51,479.83 - \$53,807.35	DIVISION/OFFICE: DIVISION OF CLEAN ENERGY	

OPEN TO: GENERAL PUBLIC

GENERAL DESCRIPTION

Under the close supervision of a supervisory official in the Division of Clean Energy, the Administrative Analyst Trainee will assist with the administrative work involved in preparing the division's recommendations for the Board's determination. The Analyst will work closely with the Office of the Secretary and the Legal Division to diligently ensure that internal deadlines are met, as they relate to the Clean Energy Division's programs. The successful candidate must be extremely organized and feel comfortable communicating with a wide range of people.

WORK RESPONSIBILITIES

Tracks the review status of all documents necessary to facilitate the Board's decisions. Assists in coordinating with personnel inside the division, Legal, the Division of Law, the Executive Director's Office, and the Office of the Secretary to ensure that reviews are completed in a timely manner. Ensure completion and distribution of documents and necessary forms. Assist in coordinating weekly meetings to report on progress of document preparation and reviews. Helps facilitate external stakeholder inquiries, including requests submitted under the Open Public Records Act (OPRA). Assists in resolving customer complaints and escalates when needed. Analyzes the effectiveness of administrative processes and helps to develop recommended improvements. Participates in data collection and preparation of reports, so it can be used by the Program Administrator to reconcile program expenses. Assists with policy planning, review, and analysis on clean energy issues. Utilizes various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

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.

Four (4) years of professional 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.

OR

Possession of a bachelor's degree from an accredited college or university.

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.

RESUME NOTE: Eligibility determination will be based upon information presented on the resume and/or education documents provided. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

GENERAL INFORMATION

BENEFITS: The State of New Jersey offers a variety of employee benefits statewide, including:

- Health and Dental Benefit Plans
- Prescription Drug Plan
- Vision Care Reimbursement
- Deferred Compensation
- 12 Vacation Days, 15 Sick Days, 3 Administrative Leave Days
- 13 Paid Holidays
- Telework available for some positions* (*Pursuant to the BPU's policy, procedures, and/or guidelines.*)
- Flexible and Health Savings Accounts
- Public Student Loan Forgiveness
- Paid Leave for Military Training

HOURS OF WORK: The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.

STATE AS A MODEL EMPLOYER (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 by the closing date indicated above. [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 and the Fast Track Hiring program, please click here](#) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.

TELEWORK: This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

WORK AUTHORIZATION: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

RESIDENCY REQUIREMENTS: The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new, or prospective employees should be aware of the following: *Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for the State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment. For more information, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

APPLICATION INSTRUCTIONS: Submissions must be received in time to the email address listed below to be considered.

Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted based on the resume.

If you are qualified, please submit the documents listed below by 4:00 pm on the closing date of this vacancy:

- Cover letter/letter of interest indicating the posting number
- A current resume
- Proof of degree (a copy of your final official/unofficial transcripts and/or foreign degree evaluation)
- Writing Sample
- A complete [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#)

All documents must be submitted via email at humanresources@bpu.nj.gov (Subject line must include the specific job posting number).

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.