ANTICIPATED JOB VACANCY

JOB POSTING #: 12-2020

DATE OF POSTING: February 18, 2020

DATE OF CLOSING: March 6, 2020

TITLE: Analyst Trainee

SALARY: $43,753.77 – $45,731.91

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities Office of Economist

GENERAL DESCRIPTION: Under the direction of the Chief Economist, the trainee will work with other Office of Economist staff on matters before the Board. The Analyst Trainee analyzes the economic impacts and benefits and costs of policies, rate cases and other matters before the Board including rules, regulations, and decisions; and provides recommendations; and carries out other related duties, as assigned.

Other duties and responsibilities include, but are not limited to:

- Reviews assigned projects; learns to identify the information, tools and research methods required for project completion.
- Learns to review, interpret and evaluate data or other information.
- Learns to collect and compile data and other information required to complete analytic studies.
- Learns to prepare charts, graphs and other pictorial materials.
- Learns to review and evaluate documents to ensure compliance with State, Federal or other requirements.
- Learns to research current industry information.
• Prepares clear, sound, accurate and informative reports containing findings, conclusions and recommendations for improvements.

• Assists in preparation of reports.

• Maintains records and files.

• Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

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

**NOTE:** This is an entry level position but a background in utility rate regulation and knowledge of traditional and renewable energy/electricity markets is preferable.

**OPEN TO THE FOLLOWING:** Open to NJ Residents.

**NOTE: 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.

The State of New Jersey is an Equal Opportunity Employer.

**PLEASE FORWARD RESUMES VIA MAIL OR EMAIL TO:**

NJ Board of Public Utilities  
Office of Human Resources  
P.O. BOX 350  
Trenton, NJ 08625  
humanresources@bpu.nj.gov