



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 16-15

TITLE: Chief, Bureau of Management Audits (SES)

SALARY: Commensurate with Experience

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Audits

GENERAL DESCRIPTION: Under the direction of the Director, Division of Audits, oversees the Bureau of Management Audits and supervises management audits of the utilities subject to the jurisdiction of the New Jersey Board of Public Utilities; directs and analyzes the review of internal and external factors affecting a utility's operation; evaluates and directs the audits of management performance with regard to organization structure, productivity, staffing, load forecasting, construction planning, environmental matters, financial and executive planning, customer service, labor relations, fuel management, financial management and develops and supervises the preparation of requests for proposals procuring professional services to perform such audits. Establishes guidelines for each management audit and participates in bidders conference; coordinates, conducts and participates in meetings with management consultants and utility management; directs the staff monitoring of the implementation of recommendations imposed on the utility; testifies on utility management recommendations when necessary in formal hearings; does related work as required.

Work Responsibilities:

Oversees Bureau Staff scheduling and assignments.

Evaluates Bureau staff performance and prepares performance assessment reviews.

Assures that regulated utilities are aware of division and bureau procedures on bureau assigned audits.

Oversees the procurement process for audits performed by professional consultants.

Assures that procurement process is performed in accordance with Treasury and Agency policies and procedures.

Trains Staff and/or oversees the training of staff to insure an understanding of scope of audit to be performed, an understanding of statutory and administrative requirements to be met in performing audits, and an understanding of internal procedures to insure timely payment for consulting work performed.

Prepares/reviews all Bureau documents including memos to the Board, Board Orders, public correspondence and inter/intra agency correspondence.

REQUIREMENTS: Bachelor's degree from an accredited college or university in Accounting, Economics, Engineering, Finance, Management, Public Administration, Business Administration; or other related field.

EXPERIENCE: Five (5) years of experience in accounting, financial, economic and/or rate making phases of the operations and/or regulation of public utilities, or in the formation of utility regulatory policies, standards and procedures and the application thereof to specific cases, or in some combination thereof; three years of which shall have been in a supervisory capacity.

NOTE: Applicants may substitute a Master's degree in Accounting, Economics, Finance, Engineering, Management, Business Administration or Public Administration or two years of experience in the conduct of management services and analysis of the efficiency and effectiveness of the management and operation of public utilities for one year of professional experience.

OPEN TO THE FOLLOWING: All 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. 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.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

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