BOARD OF PUBLIC UTILITIES
NOTICE OF VACANCY

POSTING: 09–2026	**OPENING DATE: MARCH 10, 2026**	**CLOSING DATE: MARCH 24, 2026**
TITLE: RATE ANALYST UTILITIES TRAINEE	**WORKWEEK: 35 HOURS (35)**	**EXISTING VACANCIES: 2**
SALARY: $53,807.27 - $56,253.35	**DIVISION/OFFICE: DIVISION OF REVENUE & RATES**	
OPEN TO: GENERAL PUBLIC		

GENERAL DESCRIPTION

Under supervision, as a trainee and productive worker, learns to analyze the impact of utility rates to determine compliance with State and Federal laws, regulations, and decisions; provides recommendations; does other related duties.

WORK RESPONSIBILITIES

Assists in analyses of proposed public utility rates and/or related issues to determine their reasonableness, equity and compliance with the rules and regulations of the New Jersey Board of Public Utilities and other State and federal authorities and agencies. Prepares statistical calculations, charts, graphs, and analyses demonstrating the need for and/or impacts of various options for structuring rate schedules to meet approved determinations of revenue requirements. Learn to conduct investigations and provide recommended courses of action to management on issues related to utilities, including revenue and rate matters. Conducts investigations and provides recommendations for resolution of interpretation of the proper application of existing tariffs in rate disputes. Prepares clear, technically sound, and comprehensive reports concerning utility rate and tariff matters containing findings, conclusions, and recommendations. Investigates and provides recommendations for resolution of inquiries and complaints concerning basic rate disputes. Confer with industry representatives to resolve basic matters of non-compliance with approved tariffs or rate schedules and questions regarding the classification of certain customers. Establishes and maintains records and files.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Accounting, business administration, public administration, economics, or finance.

ADVANCEMENT: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title for which they have been trained: Rate Analyst 3, Utilities. The inability to an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

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.