



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 24-00158

TITLE: Temporary Employee Services (TES) - Budget Analyst

ISSUE DATE: 4/24/2024

TITLE CODE:

CLOSING DATE: 5/8/2024

DIVISION: Division of Budget

LOCATION: Ewing

UNIT: Bureau of Budget Analysis

SALARY: \$35 per hour

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of a Temporary Employee Services (TES) within the Division of Budget. Hours: Monday – Friday from 10:00 AM to 2:00 PM.

DIVISION DESCRIPTION:

The Division of Budget is comprised of two units: Bureau of Budget Analysis and the Enterprise Management Office (EMO). This position is available in the Bureau of Budget Analysis and this opportunity offers the prospect of learning the budgeting process of a large public sector organization. The Bureau of Budget Analysis manages the Department's operating budget which includes technical budget preparation and the analysis of salary revenue and expenses including, overtime and non - salary costs, identifying, analyzing, recommending, and implementing efficiencies. This Bureau is also responsible for the recovery of Federal Emergency Management (FEMA) and Federal Highway Administration (FHWA) costs resulting from state disasters.

POSITION DESCRIPTION:

Under general supervision, performs cashiering functions and various assignments including some clerical duties which would require some independent judgement by use of practices and procedures. Prepares check deposits and statements and is required to maintain accurate financial records and bank deposit logs. Operates various types of office equipment, makes decisions, answers routine inquiries and special requests, and performs other related duties as required.

WORK AUTHORIZATION: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

TO APPLY

Submit your application through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume

IMPORTANT NOTES

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current NJDOT employees are not eligible for this opportunity.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer