



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Public Posting**

**POSTING #:** 24-00175

**TITLE:** Analyst Trainee

**ISSUE DATE:** 5/6/2024

**TITLE CODE:** 55301

**CLOSING DATE:** 5/27/2024

**DIVISION:** Operations

**LOCATION:** Ewing

**UNIT:** Personnel Office

**RANGE:** P95

**SALARY:** \$52,513.10

**WORK WEEK:** 40 hours

**DESCRIPTION**

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the Division of Operations. Analyst Trainees are assigned a 40 - hour work week. Current starting salary is \$52,513.10 and after six months is \$54,906.96

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey.

New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

Within the Division of Operations, the Personnel Office is responsible for providing all personnel related support to the Division's employees and management, and functions as a liaison between Management and Human Resources. Support includes but is not limited to analyzing and processing employee appointments (new hires, promotions, demotions, transfers, separations), working test period reporting and tracking, analyzing, and reporting staffing related trends, providing guidance to employees on benefits, promotional opportunities, Department and Division guidelines, procedures, and regulations.

Under the supervision of an Administrative Analyst 4, the appointee will receive on - the - job training and will be responsible for interpreting and applying Federal, State, Department and Division policies, procedures, and standards; Operating Procedures, and union negotiated contracts. Appointee will primarily be assigned tasks involving the processing of personnel actions, conducting reference checks on potential hires, preparing new hire and promotional packages, processing probationary reports, and some tasks associated with the drug testing process of current employees.

The appointee will also be tasked with creating and maintaining tracking systems for disciplinary actions, transfers, leaves of absence, staffing, etc.

This position requires the ability to perform difficult technical work in a fast - paced environment; the ability to adapt quickly to changing circumstances; ability to multi - task and to independently prioritize assignments. The ability to recall information, understand, remember, and carry out oral and written instructions and to learn from explanations and demonstrations, provide quick, friendly, and accurate customer service and great time management is vital to be successful in this position.

## **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 relevant to the position.

### **OR**

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

A degree in Human Resource Management, Business, Sociology or Psychology is preferred.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

### **Preferred Qualities/Experience**

- Ability to adapt and thrive in a fast - paced and changing environment
- Strong organizational and multi - tasking skills in order to handle multiple, competing priorities (planned and unplanned)
- Ability to recall information quickly and accurately
- Ability to prepare technically sound, accurate, and informative reports
- Excellent verbal and written communication skills including strong listening skills
- Knowledge of all Microsoft applications at the intermediate level or higher preferred
- Strong time management skills
- Analytical skills, with ability to use data and metrics to evaluate needs and recommend change
- Knowledge of the methods used to collect, compile and tabulate data
- Ability to conduct reviews studies, audits, evaluations, and other assessments

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/55301.htm>

## **BENEFITS PACKAGE**

As a NJ State Department, NJDOT offers a comprehensive benefits package including:

- Health Care (medical, prescription drug, dental & vision care)
- Pension
- Deferred Compensation
- 13 paid holidays
- Benefit Leave (12 vacation days, 15 sick days and 3 administrative days)
- Training & Tuition Aid Opportunities

## **TO APPLY**

**You must apply 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
- Copy of unofficial transcript OR foreign degree evaluation

## **IMPORTANT NOTES**

**Proof of Degree:** You must provide transcript or evaluation of your UNDERGRADUATE degree.

**Foreign Degree Evaluation:** If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

**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 State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**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.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

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](mailto:SAME@csc.nj.gov) , or call CSC 609 - 292 - 4144, option 3.

**New Jersey Is An Equal Opportunity Employer**