



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting**

POSTING #: 25-00083

TITLE: Analyst Trainee

ISSUE DATE: 4/16/2025

TITLE CODE: 55301

CLOSING DATE: 5/7/2025

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Project Management - Team B

RANGE: P95

SALARY: \$54,351.06

POSITION: 1

WORK WEEK: 40 hours

DESCRIPTION

STUDENTS ANTICIPATING GRADUATION IN MAY 2025 ARE ENCOURAGED TO APPLY

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Analyst Trainee** within the Division of Capital Program Management, Project Management - Team B. Analyst Trainees are assigned a 40 - hour work week. Current starting salary is \$54,351.06 and after six months is \$56,828.70.

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.

Office Description

The Division of Project Management is comprised of four Teams that are responsible for delivering Capital Projects, throughout the State of New Jersey. The Project Management Reporting System (PMRS) Administration Team is within Team B. The PMRS Administration Team is comprised of two sections, System Administration & Support and Process Development. The System Administration & Support team is responsible for administering and supporting four computer applications along with Internal and External application users.

Position Description

Within the Project Management Reporting System (PMRS) Administration Team - System Administration & Support section, there is a need for an Analyst Trainee. The trainee will learn to provide system and customer support and will learn to work with users to resolve issues ranging from password resets to system errors on four computer application programs. The trainee will learn to recognize, analyze and provide solutions to routine problems. The trainee will learn various technical functions including resolution of online production problems and testing of program modules in an online environment. The trainee will also learn to handle system maintenance, user management, and assist in the development of various project and system reports. The trainee will learn other related duties.

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.

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

- Proficient in Microsoft Outlook, Word, Excel, Access, Power Point, and Teams
- Proficient with Business Objects, or Business Intelligence
- Familiarity with Trimble Unity Construct (formerly e - Builder)
- Familiarity with Bluebeam
- Familiarity with Oracle's Primavera P6
- Solid oral and written communication skills
- Strong interpersonal skills, proactive nature, extremely detail oriented, strong organizational and time management skills
- Competent in basic math functions (add, subtract, multiply, divide, percentages)
- Strong customer service/Help Desk Support and problem solving
- Ability to work autonomously and as part of a team

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 , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer